Natural Log Radio Traffic-Billing System

User Manual

By Natural Broadcast Systems

Contents

Natural Log Description and Specifications

Thank you for selecting the Natural Log traffic-Logging-billing system for radio broadcasters! Before installing Natural Log for Windows, please read the Software License Agreement. Installation and use of the system Natural Log constitutes your agreement to be bound by the terms of this software license.

Natural Log System Description

The Natural Log system allows the user to perform the functions needed to log and bill for advertising in a radio station:

- Create log templates to described where commercial avails occur
- Enter broadcast orders as they are placed by advertisers
- Create daily commercial logs from log templates and broadcast orders
- Convert the logs to the proper format for importation by your automation system
- Create invoices/affidavits from the commercial logs
- Post payments and track accounts receivable
- Create user-configured reports

For a detailed description of the process of using Natural Log, please see Quick-Start Guide**.**
If you are using Natural Log LITE, see Natural Log LITE limitations

Computer System Requirements

This is to be considered the ***minimum*** acceptable system for running Natural Log for Windows at an acceptable speed. Faster machines will give better performance.

- Any Windows Computer capable of efficiently running Windows 7 or 8
- A hard drive with at least 10 gigabytes of free space
- Windows 7 or Windows 8 only
- USB-Drive or other backup device for data backups.
- If running on a Local-Area-Network 100mbps minimum is recommended for acceptable performance.

Natural Log Help - Table of Contents

Quick links to topics are shown below. For more detailed searches type the search terms in the box to the left.

If you are using Natural Log LITE, see Natural Log LITE limitations

Getting Started

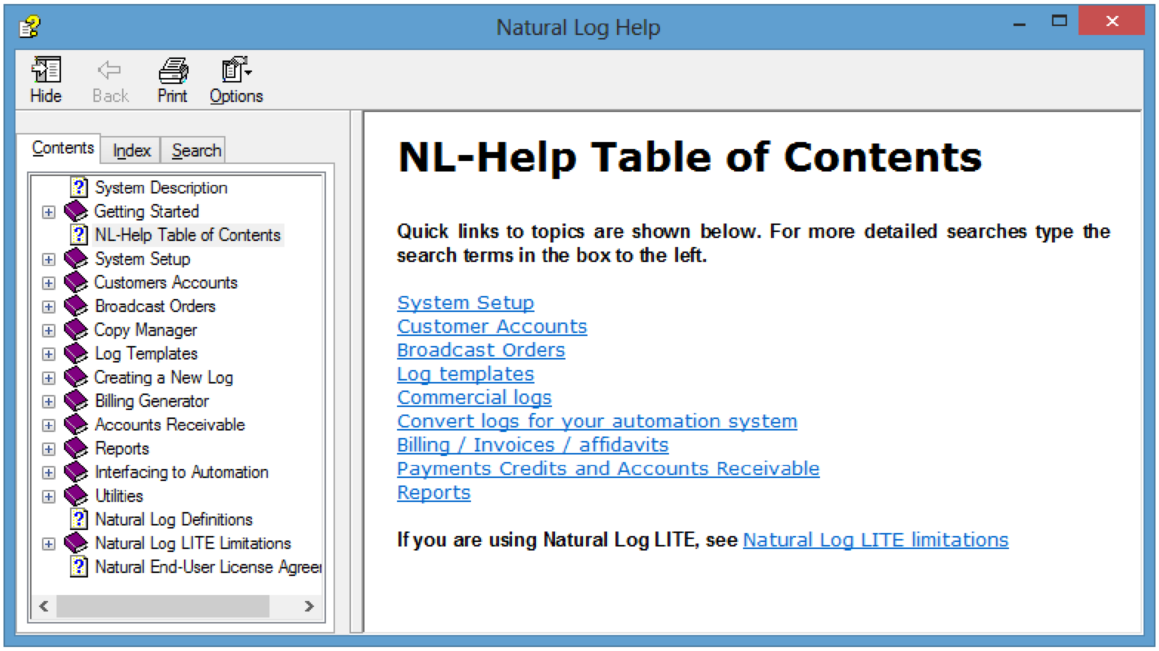
This section includes a “Quick Start Guide”, installation instructions, a discussion of common problems and solutions, connecting to a remote database server and Natural Log Setup.

Getting Help

The following support and training options are offered to users of Natural Log. **Natural Log LITE users see** Natural Log LITE Help.

Built-In Help

Your first source for help with Natural Log is this built-in help file. This help file may be accessed from any screen in Natural Log by clicking **[Help][Natural Log Help]**. You may look up topics in the **[Contents],** use the key-word **[Index]**, or use the **[Find]** function to search the entire help file for specific words.



Built-In User Manual

The printable and searchable user manual may be accessed from the main Natural Log screen by clicking **[Help][Print User Manual]**.

Telephone Help

For registered and licensed users of Natural Log with a support package who have specific questions about Natural Log for which you cannot find the answer in the help file or user manual, call 210.349.5808 from 8AM to 5PM Central time (USA) Monday through Friday. For 1 year from the purchase date, this telephone support is free but you pay long distance charges. After the first year telephone support is only offered on an annual subscription basis. Telephone help does not include extended training sessions. [See below.]

e-Mail Assistance

Registered users with paid support can get e-Mail help for minor issues at support@nat-soft.com

Natural Log Website Support

Registered and licensed users should visit www.nat-soft.com often for a list of any reported problems with Natural Log and free download of any software patches to fix these problems.

Software Training

Initial startup training is not considered part of "software support". The software includes a printable user manual and extensive indexed help file. Pre-recorded training class videos and demonstration videos are also available for self-guided instruction at the **TRAINING** link at www.nat-soft.com. Purchasers may elect to pay for enrollment in an online training class at the prevailing tuition rate if available. Online training classes are conducted through a virtual classroom connection requiring a high-speed Internet connection. These training classes are scheduled as deemed appropriate.

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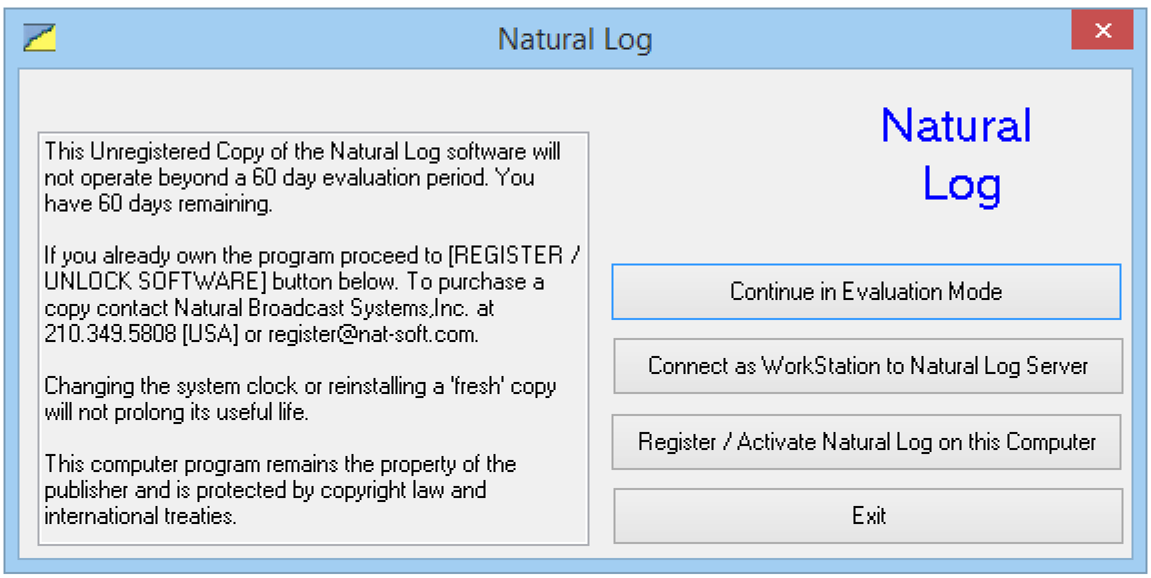
Installing Natural Log

Your software license for Natural Log permits you to install the software on **one computer**. Unless you have purchased a network license, installation on additional computers is a violation of your license agreement. If you have purchased the network license for Natural Log, you may install the software on any computers on a single Local-Area-Network at one physical location. Click here for a complete text of the Natural Log End-User License Agreement. **Installing Natural Log on your computer constitutes your acceptance of the terms of the Natural Log End-User License Agreement.**

Installation

Natural Log is packaged in an automatic installer program that can be easily run by any user who has Windows Administrator permissions. To install and activate Natural Log, the user must be a Windows Administrator. After Natural Log is installed and activated any standard Windows user can run Natural Log.

After Natural Log is installed, it will start up in full-function evaluation mode that allows users to try the program before buying it. After purchase the software must be activated so it no longer runs in evaluation mode. See Register & Activate Natural Log



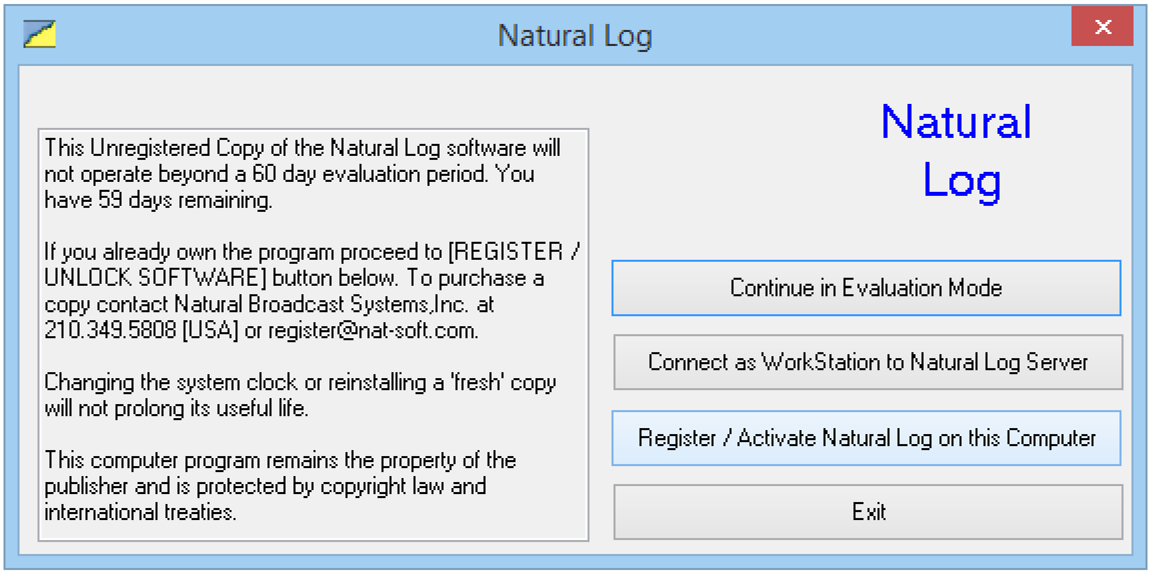
To use NL in evaluation mode, click **[Continue Evaluation]** on the NL startup screen. This will allow all functions of Natural Log to be used for a period of 60 days without an unlocking key. This also allows for import of an existing Natural Log 8 database. After this 60-day evaluation period, Natural Log will require registration and a software key. This evaluation period allows users to try the program before purchasing a license to use it.

Note: There is a small demo warning on printed invoices that prevents their use for billing until the program is paid for. If you have purchased a license for Natural Log, you should click **[Register/Activate Now]** immediately upon installation to activate your free technical support.

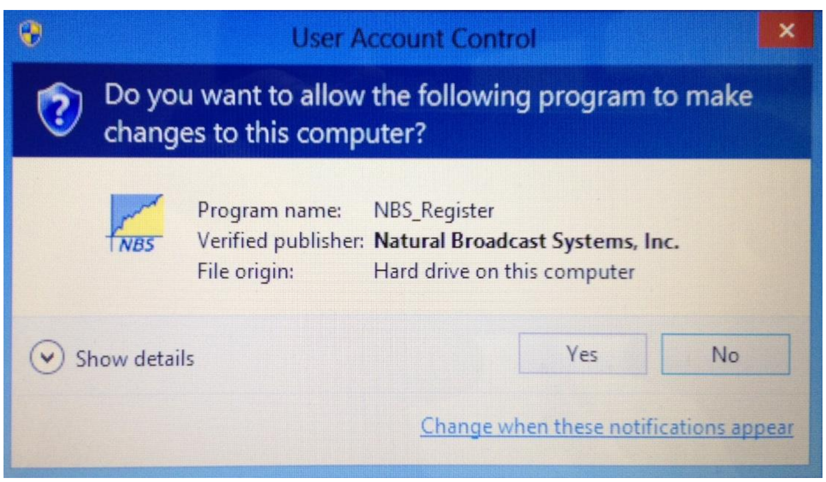
Convert database from Natural Log 8
Convert database from Natural Log DOS

Activation of Natural Log

After Natural Log is installed, it will start up in full-function evaluation mode that allows users to try the program before buying it. After purchase the software must be activated to stop running in evaluation mode.



After you click **[Register / Activate Now]** you must answer **[YES]** if the prompt shown below is displayed by Windows.



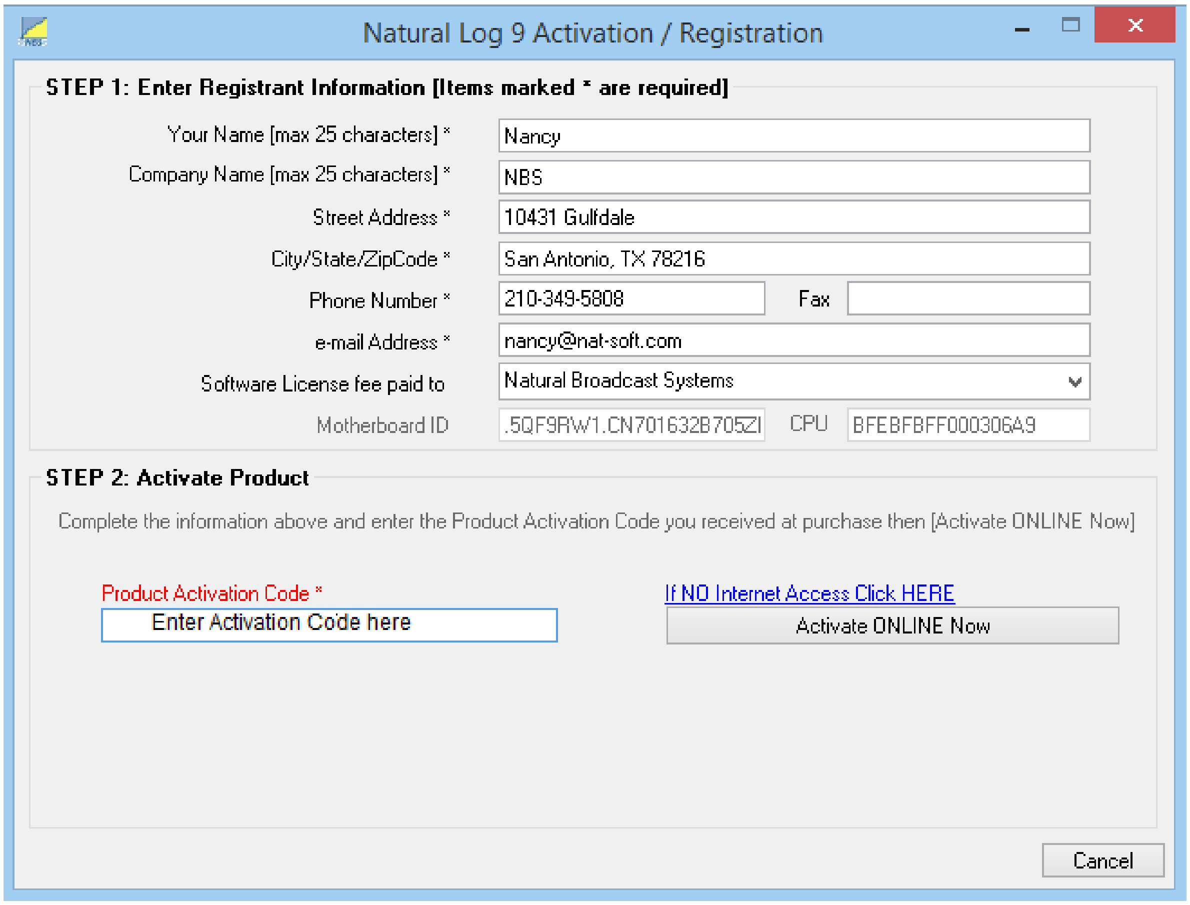
See:

Register & Activate a Network Workstation for a Multi-User version of Natural Log
Register & Activate Stand-Alone or Network Server copy of Natural Log using Online Activation

Register & Activate Stand-Alone Computer:

1. Click **[Register /Activate Natural Log on this Computer]**. **Note:** To register and activate Natural Log the user must have Windows Administrator privileges. Administrator privileges are not required to normally run NL, they are only required to activate NL.

2. Fill in the required registration information as shown below.



3. Enter the **Product Activation Code** provided when you purchased the software license. Click **[Activate ONLINE Now]**.

4. This online activation process requires internet access to validate this activation code. If you do not have internet access from this machine click the If NO Internet Access Click Here link on the registration screen and click Requet Offline Activation Export File. This will create a text file named NL9_Register.txt containing your registration information which you will need to attach to an e-mail to: register@nat-soft.com. Once you receive the validation code back, you can enter the code and click on **[Activate OFFLINE Now]**.

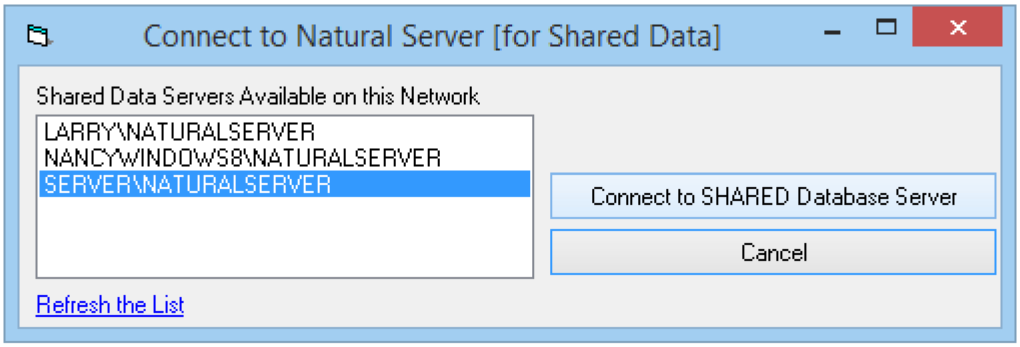
Also see Register & Activate a Network Workstation for a Multi-User version of Natural Log

Register & Activate a Network Workstation

Register & Activate a Network Workstation for a multi-user network version of Natural Log:

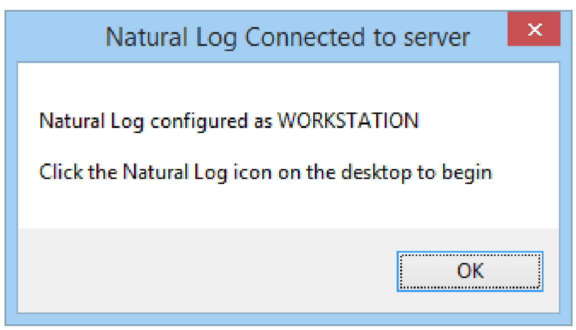
1. Click **[Connect as Workstation to Natural Log Server]**. **Note:** To register and activate Natural Log the user must have Windows Administrator privileges. Administrator privileges are not required to normally run NL, they are only required to activate NL.

2. Select the Database Server and click **[Connect to Shared Database Server].** If the Data Server is not shown, you can click Refresh the List.

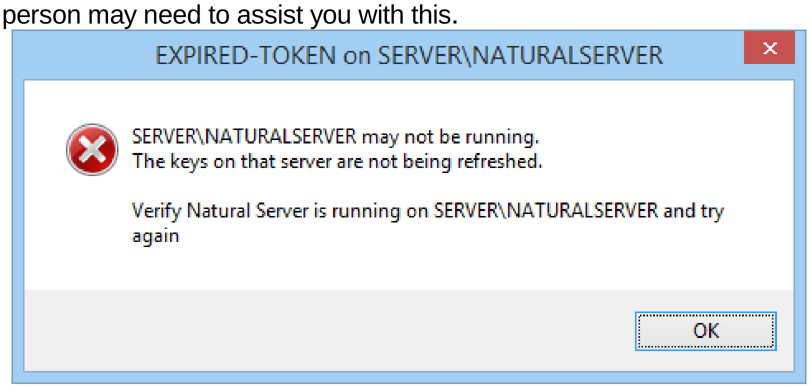


3. You do not need to enter any registrant information. This data is read from the NL server.

4. Once a valid connection is established to your server this workstation copy of NL will run as long as it is connected to that network server. You can click the Natural Log icon to open the program.



5. NOTE: If you receive an error stating Expired-Token you will need to verify Natural Server is running and try again. Your IT person may need to assist you with this.



Also see Register & Activate Stand-Alone or Network Server copy of Natural Log using Online Activation

Quick-Start Guide

This describes a **very abbreviated Quick-Startup process** to quickly generate a usable Music Log and does not even begin to describe the many functions and controls of Natural Log. Those are described in detail in other parts of this help file and the printable User Manual from **[Help] [Print User Manual]**.

This Quick-Start Guide assumes you have successfully installed the system and have Natural Log started to its main screen. To quickly get Natural Log operating, from the Natural Log main screen click:

- **Create an NL Database** When you first start Natural Log, if you have not created an initial NL Database, you will need to create one using **[File] [New Station]**. Simply assign the database a unique name [usually the station call sign].

- **Enter Station Setup Information** Click **[Setup][Administrator Controls] [Station Settings]** to enter station information and automation setup information, if needed. This is also where you can create your Invoice and Statement formats, return addresses, etc. as well as set default values for data entry. See NL Setup

- **Create Log Templates** Click **[Logs] [Daily Log Templates]** to setup your initial Log templates. If you don't set up initial daily log templates (to tell NL where you want commercial breaks and avails to occur when NL creates your daily logs), your first log will be empty! See Log Templates

- **Enter Customers and Orders** Click **[Traffic] [Customer Browser]** to view your customer list and to enter new Customers and Orders. See Customer Entry and Order Entry

- **Create Logs** Click **[Logs] [New]** to create a new commercial log for a day. After it is created using your Log template for that day and the Orders you have entered, it will be displayed in the Log Editor for you to edit if needed. You can **[Print]** the log or do a **[Log Conversion]** in the Log Editor to create an Automation Log in the proper format to send to your automation system. See Commercial Logs

- **Billing** At the end of the month, use **[Billing][Broadcast Invoices]** to create your invoices and affidavits. In the Billing module you first need to select the month to be billed, then click **[Charge Logs]** to be sure all logs are charged for the period being billed. <u>NL cannot bill for an item on a log until that log is charged</u>. Any invoices ready to be billed will show an Invoice# of **Ready**. You can review and correct any invoices that are incorrect before finalizing them. When you click **[Final Invoices]** all ready invoices will be finalized, printed, and moved to accounts receivable.

- **Accounts Receivable** You may enter payments and adjustments through the **[Accounts Receivable]** module form the main NL menu. You can also edit existing invoices and reissue corrected invoices. After all transactionbs for the month are complete you can use **[End-of-Month Closing]** to close that month to prevent anyone from changing anything after-the-fact.

- **Accounts Receivable** You may enter payments and adjustments through the **[Accounts Receivable]** module form the main NL menu. You can also edit existing invoices and reissue corrected invoices.

- **Reports** The NL report section allows you to print numerous reports such as invoiced sales, payments, aged AR balances useful for your accountant. These reports can be exported in delimited format for importation into any spreadsheet or database program.

- **End-of-Month Closing** After all transactions for the month are complete and you have the reports you need, you can use **[End-of-Month Closing]** to close that month to prevent anyone from changing anything after-the-fact.

- **Data Backup** Click **[Data] [Backup]** to backup your data often to multiple media and locations, daily if possible, so if your computer crashes or there is a natural disaster or fire, you will not have to manually reload all your data. Due to wide range of computer systems in use, the existence of malevolent computer viruses, and the fact that no hardware is completely fail-safe, the Natural Log developers make **no warranty of any kind that your data won't be corrupted or lost**. **Do regular data backups to multiple media and locations! This is your only protection against data loss.**

Common Problems and Solutions

This is a list of the most common problems encountered during initial Natural Log setup.

PROBLEM Windows 7 and Windows 8 users operating across a network may get an error that the database could not be opened because someone else had it open for exclusive use or you need permission to open it.

POSSIBLE CAUSES This indicates that Natural Log cannot find or open the specified database. This can also be caused if your "user permission" settings in Windows are not sufficient to open the file for full read/write access or the server requires a Network Password to access the resource on which the Natural Log database is stored. This data location is usually the **\ProgramData \Natural Software\Natural Log\Data** folder.

SOLUTION Your Network Administrator must correct the issue to allow the database file to be opened.

Users of NL on must also have "full Read-Write" Windows permission for the Natural Log DATA folder and all its subfolders. The default data storage folder is usually **C:\ProgramData\Natural Software\Natural Log\Data**. In all cases the data folder in which NL looks for its data may be changed by the NL end user as described Connecting a multi-user NL to a shared database

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PROBLEM You get a completely blank log.

POSSIBLE CAUSES This indicates that Natural Log cannot find a Log Template to use for that day or you have no broadcast orders running that day.

SOLUTION Check your daily Log Template for that day to be sure you have commercial avails. If a valid template with avails has been created clocks are assigned, be sure you have at least one broadcast order scheduled for that date.

PROBLEM You get a large number of bumped items when your log is generated.

POSSIBLE CAUSES This indicates that Natural Log cannot find an Avail slot for that item.

SOLUTIONS This problem indicates that *one or more* of the following is happening:

- There is no avail in that item scheduling time window
- There are avails in the item scheduling time window but their Avail Types don't match the order Avail Type.
- The Required Spot Separation on the Customer Account or Order is too large and there are other items from the same customer or order nearby on the same log.
- There is an item with a conflicting Product Code scheduled too close on the log.

In the Log Editor, look under **[Tools][Log TroubleShooter]** to see the errors encountered by the log generator as it generated that day's log.

PROBLEM Slow operation.

POSSIBLE CAUSES This is inherent in a Windows system as compared to a DOS system or may be a symptom of a background Windows process suing too much CPU time:

1. Virus
2. An anti-virus program scanning your machine
3. An “online backup” system such as backing up data in the background.

SOLUTION We recommend you always run a high-quality up-to-date anti-virus program and set you background scanning and online backups to run when you are not actively using your computer.

Database Setup Considerations

Natural Log uses a Microsoft Access™ database file to hold all of its data for single instance installations. The network version of Natural Log uses a MS-SQL database file to hold all of its data. Within each single database you can add as many stations as your copy of Natural Log is licensed to create. Although the vast majority of situations will require a single NL database with multiple stations created inside it, Natural Log also allows you to have completely separate NL databases.

WARNING if you decide to use separate NL databases: **NOTHING** can be shared between separate NL databases. Each NL database is completely self-contained. This means you cannot share customer accounts, broadcast orders, log templates, or any setup information between different NL databases. You also cannot run reports within NL that combine data from separate NL databases.**Carefully consider the options below because once you decide how to structure your NL database it cannot be changed!**

Using a single NL database with multiple stations

This is by far the most common situation in which all stations for which you are doing traffic, logs, and billing are co-located and share a common customer list. Within a single NL database, you create 2 or more stations using **[Setup][Administrator Controls][Station Settings/Documents]**.

- The customer list is shared within the NL database.
- You can enter a broadcast order once and assign it run on 1 or multiple stations.
- Each station has its own log templates, logs, and invoices. Combined account statements can be printed for all stations or for individually for each station.
- All stations use a common shared copy manager list.
- Reports can be generated for each station individually or combined for all stations.
- All stations data is backed-up in one back-up process.

Using multiple NL databases with multiple stations

This is not very common but is allowed by NL is situations in which you want to keep the stations completely separate. This might be the case if you do logs for stations at a central location for stations in distant towns that would not have the same customer list. You can create a single NL database for each station **[File][New Natural Log Database]**. You can then switch between the NL databases using **[File][Open Natural Log Database]**.

- The customer list is not shared between separate NL databases.
- You cannot enter a single broadcast order and have it run on multiple stations.
- Each station has its own log templates, logs, and invoices. Combined account statements cannot be printed for all stations.
- Each station has its own copy manager list.
- Reports can be generated for only each individual station, not combined for all stations.
- Each NL database for each station must be separately backed-up during separate data backup processes.

Carefully consider the above options because once you decide how to structure your NL database it cannot be changed!

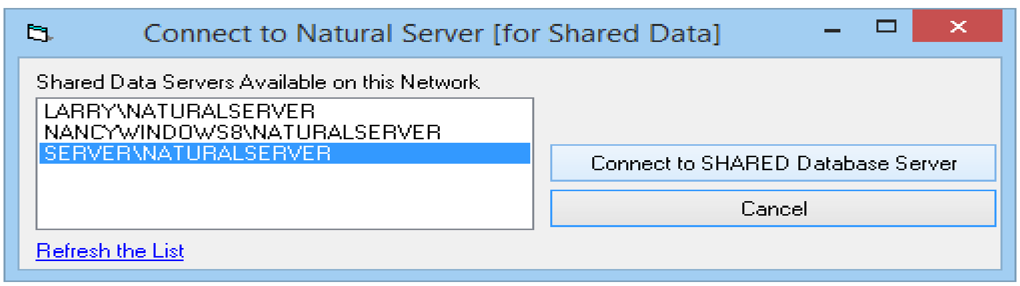
Also see
Connecting a multi-user NL to a shared database

Connecting NL on a workstation to a shared Natural Log Database across a LAN

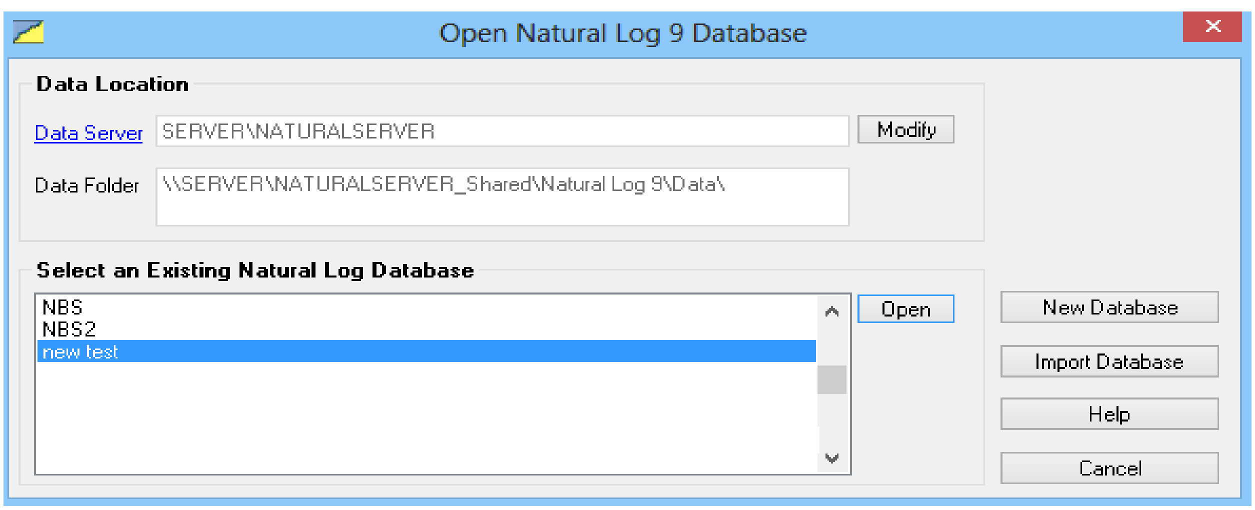
This section ONLY applies to users of the multi-user / multi-station version of Natural Log. Natural Log must be installed on each workstation that will access a central shared NL database. The actual database will reside on 1 "server" computer in a shared folder. In a multi-user environment, you will usually have the database on a central server (or in a peer-to-peer network the database may be located on any one machine) and each workstation will simply access this common database across the LAN.

These users must have "full Read-Write" Windows permission for the Natural Log DATA folder and all its subfolders. This data folder is usually set to \ProgramData\Natural Software \Natural Log\Data on a local machine or the \\Shared Documents or \\Public Users folder on a server or shared machine but the data location may be specified as any convenient SHARED location by the end user as described below.

After Natural Log is installed on the workstation, the technician installing NL should start Natural Log and set the default database path as follows.
Click **[File][Open]**. The Connect to Natural Server window will appear.



Select the NaturalServer and click [Connect to SHARED Database Server]



Select the specific database file and click **[Open]** to connect to the database folder. In the screenshot above, we are opening the new test database.

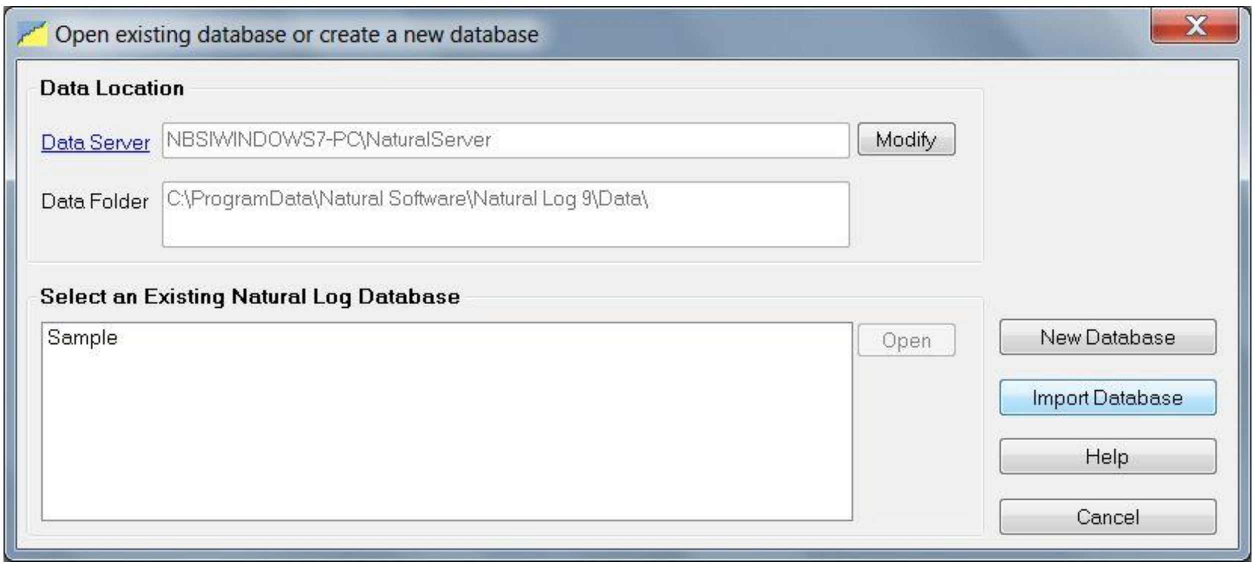
After you make this initial connection to the database, Natural Log will remember the database location so the workstation user will not have to go through this process each time they start NL. If the workstation user clicks **[File][Open]** NL will default to that database location and they can select any database at that location.

Converting to Multi-user Database from NL9 demo or single-user database:

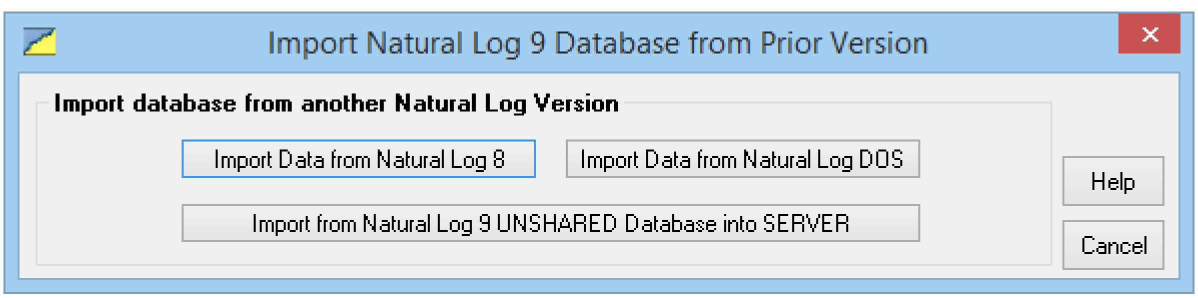
If you purchased the network license of Natural Log 9, but were using the program in Evaluation mode with your own database, you will need to convert the database into the mutli-user SQL format after you have activated the multi-user license for the program

This process should also be followed after network activation if you are upgrading from a single NL9 license to a network NL9 license.

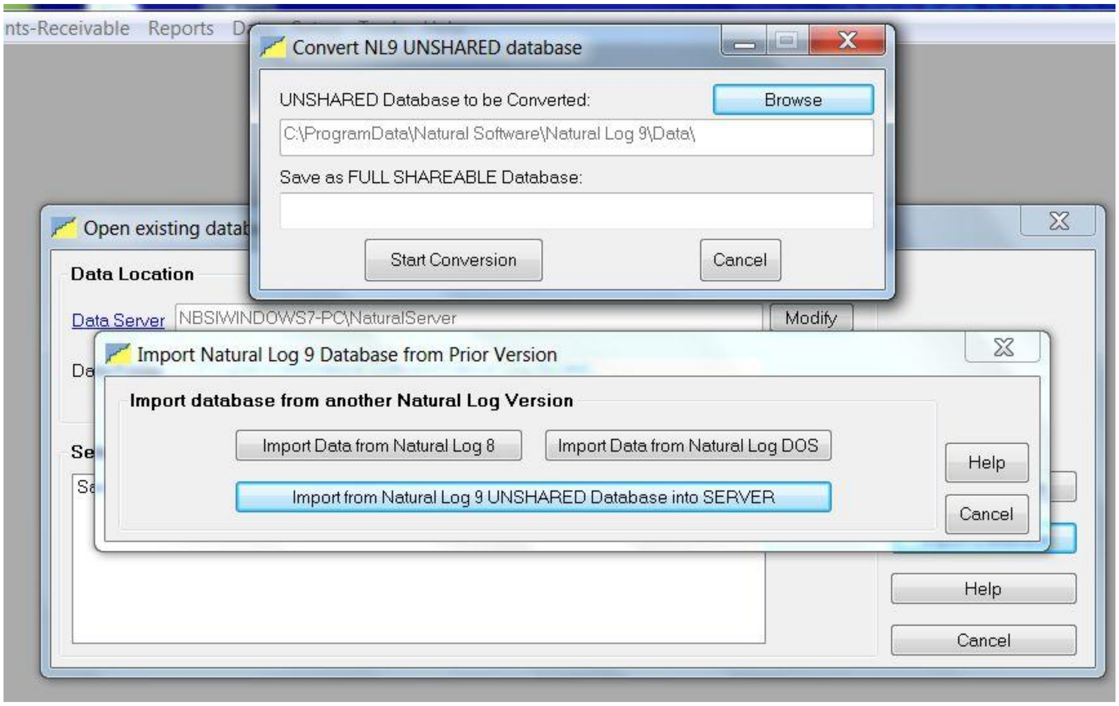
Click [File] [Open Natural Log Database]. You will see the next window.



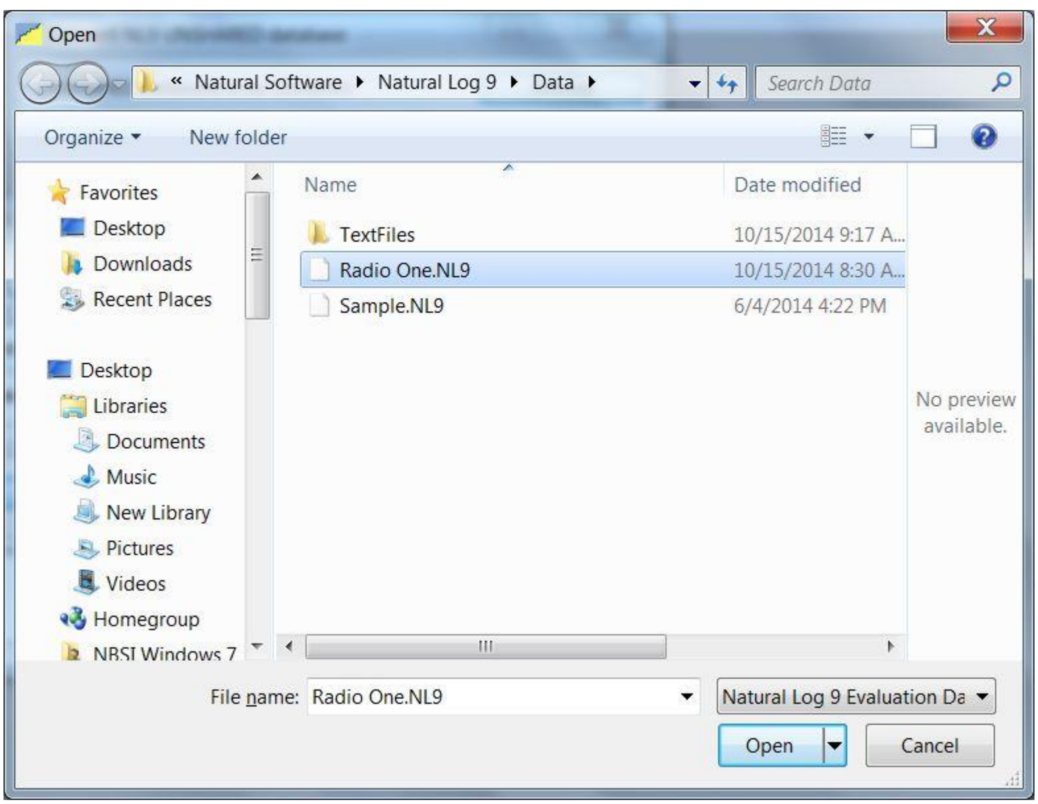
Click **[Import Database].**



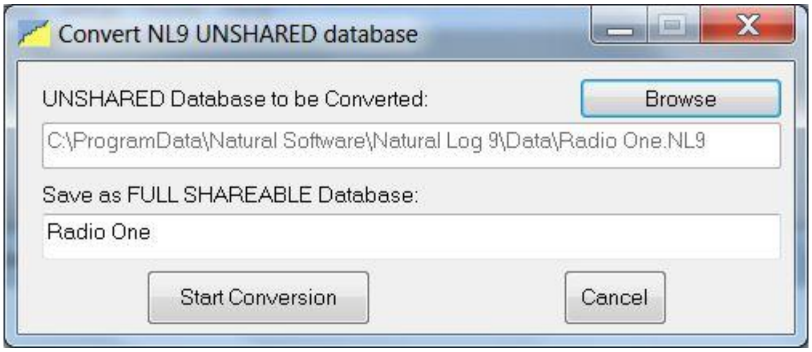
Click **[Import from Natural Log 9 UNSHARED Database into SERVER].**



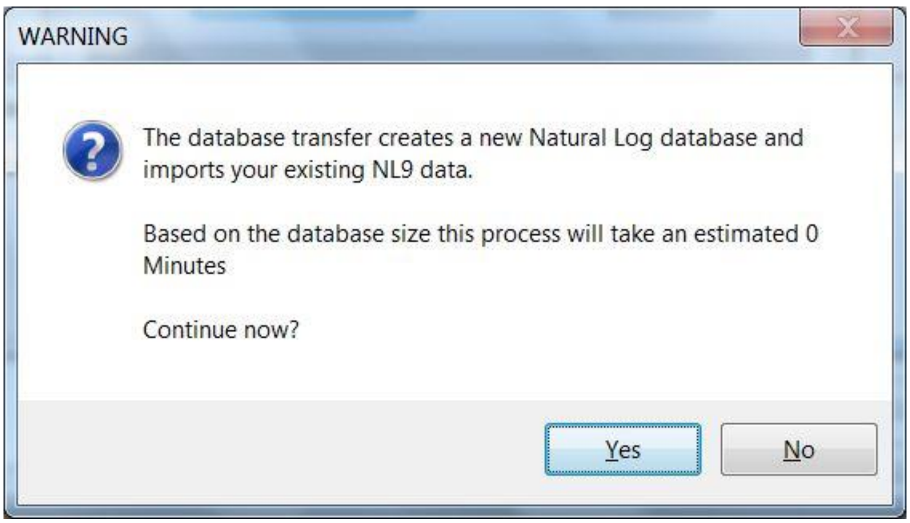
Then click [Browse] to select the database that you want to convert.



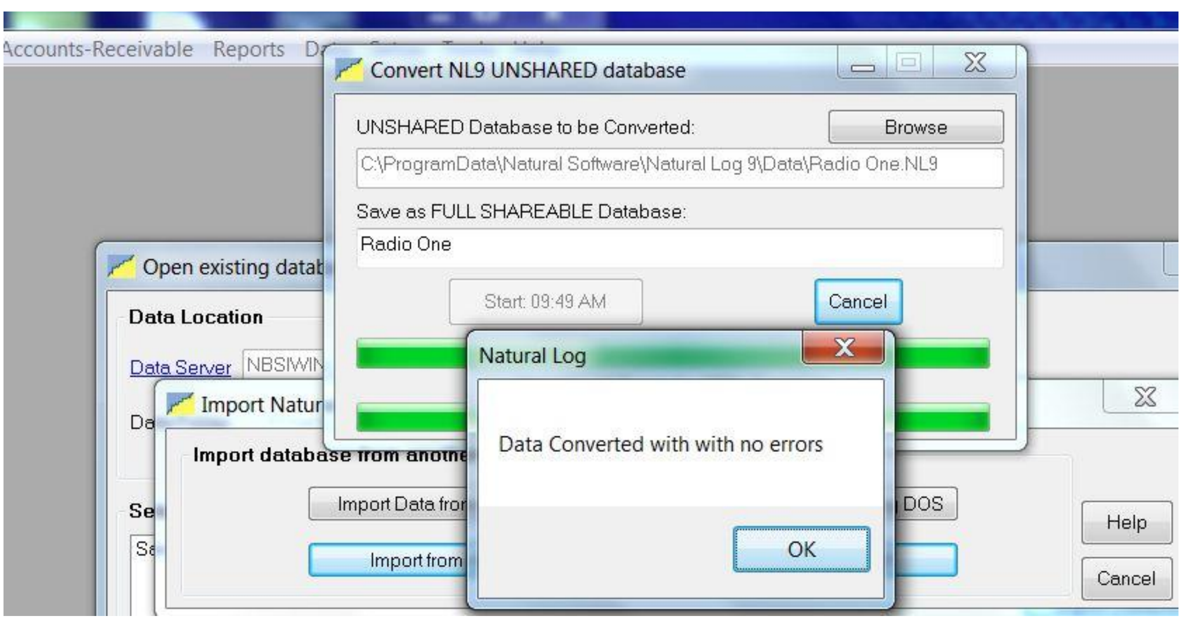
Select the database and click [Open]



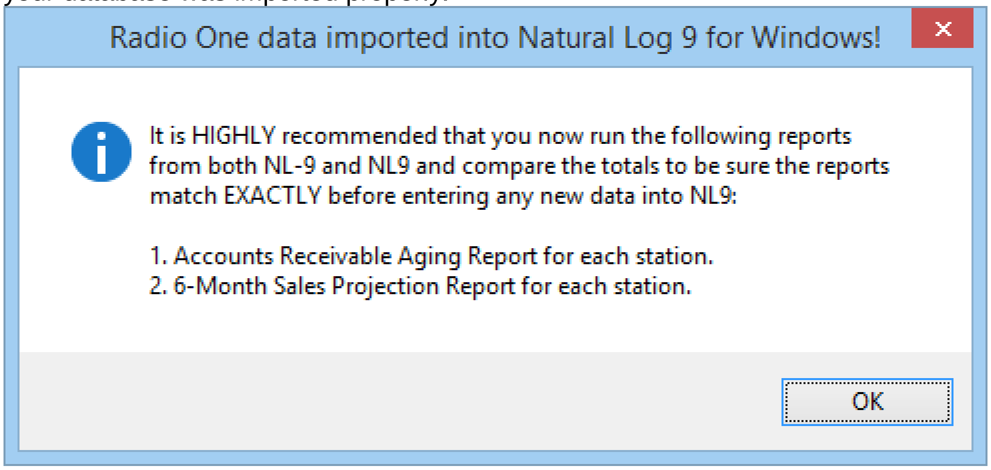
Click **[Start Conversion]**. You will receive window advising time required.



Click **[Open]** and data is converted.



You will be prompted to run reports as shown below. Be sure to run reports in both systems to ensure that your database was imported properly.



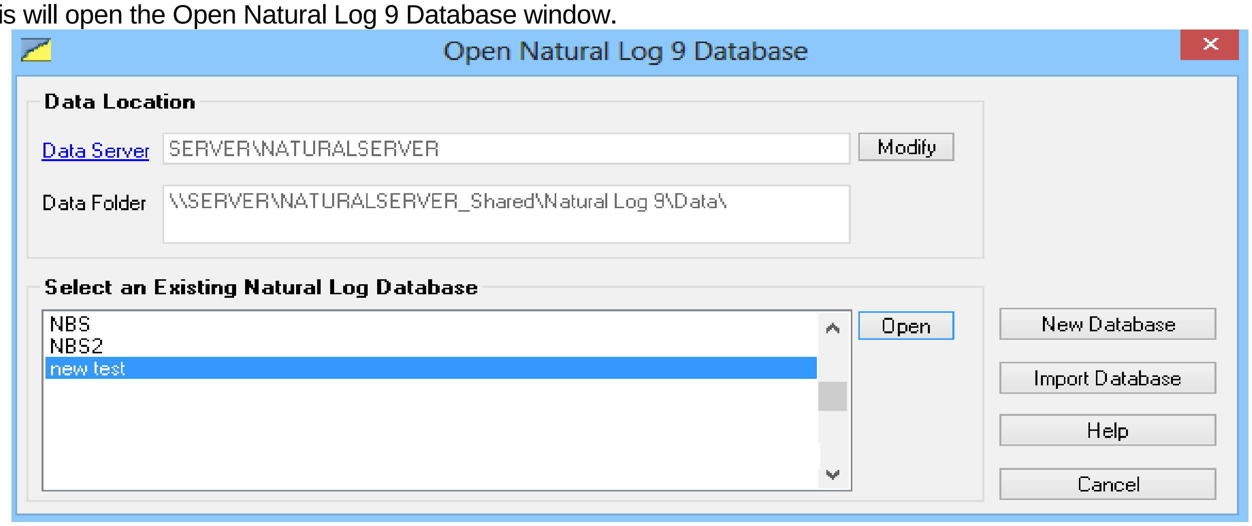
Converting from Older Versions of Natural Log

To use your existing Natural Log data in Natural Log 9 it must be converted into the new database format used in Natural Log 9

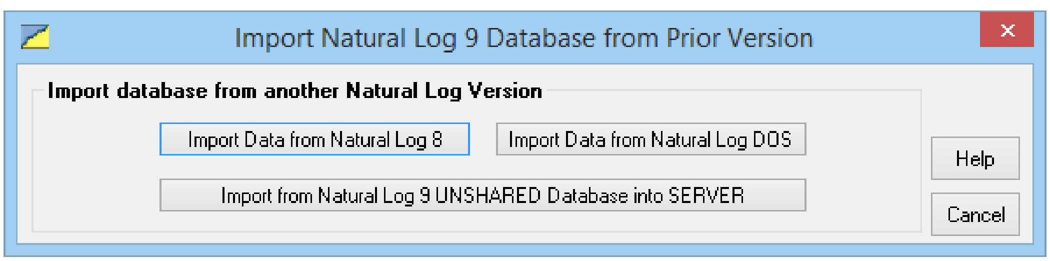
Converting from Natural Log 8 to Natural Log 9

To use your existing Natural Log 8 data in Natural Log 9 it must be converted into the new database format used in Natural Log 9

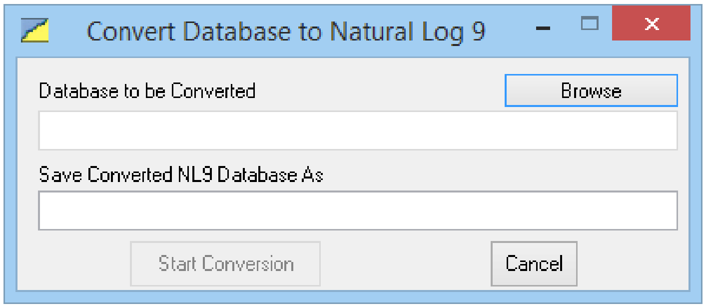
From the Natural Log for Windows Main Screen, click **[File][Open Natural Log Database]**
This will open the Open Natural Log 9 Database window.



Click **[Import Database]**



Select **[Import Database from Natural Log 8]**



[Browse] to the location of the database that you want to convert.

Then click **[Start Conversion]** to begin the conversion of the Natural Log 8 database into your new Natural Log 9 format.

See Changes from Natural Log 8 to Natural Log 9

Changes from Natural Log 8 to Natural Log 9

New database format

The database drivers have been updated to a more modern version to improve speed and security. The new database format is not compatible with NL8 so a database conversion is necessary. See Convert database from Natural Log 8

Software Installation and Updates

- Newer Installer package fully compatible with Windows 8
- Newer "quick patch" technology to allow smaller faster downloads of software patches.
- NL now can receive automatic notifications of software patches and updates and user can install them with the click of a button. [End user can turn off these updates].
- NL can now receive messages from NL support regarding software issues. [End user can turn off these massages]
- Internal software components have been updated to latest versions to work with Windows 8.
- New PDF writer compatible with Windows 8.
- Instant Online software registration and activation. Users no longer need to submit a request and wait for a key to be returned by software support.

Customers

- Ability to add user-defined 'custom' data entry fields to the Customers data table.
- Customer History will now print lines in same color as displayed on screen

Broadcast Orders

- e-Order online order entry system is available [by subscription].
- Option to sort Order-Lines in order display by LineID or date or other columns.
- Option to sort Order-Lines on printed Order Confirmations by LineID or start date.
- Option to include Revenue Type on Order Confirmations.
- Ability to Mass-change all Order-Line data fields. User can apply these mass changes to any selected Order-Lines on the order.
- During new order entry, the end date will now automatically update to the start date if start date is after current end date. Same for start time and end time. This makes new order entry faster with less scrolling through end dates and end times.
- Option to automatically apply 'Other Discount' based on % of invoice or flat $ amount per invoice issued.
- Option to automatically apply 'Trade Credit' based on % of invoice or flat $ amount per invoice issued.

Copy Manager

- Ability to add user-defined 'custom' data entry fields to the Copy Manager data table.
- Ability to easily duplicate a Copy item [such as rotators or packets]
- Ability to rename a Copy item [change it's CopyID after it is created]
- When editing a "Packet" can now select [All] or [None] to check or uncheck all options.
- New Copy window now automatically steps through customers as you type a letter to quickly find a customer to assign the copy to without having to manually scroll through list.

Logs

- Ability to create new logs by clicking [Next] in Log Editor if the next log is not yet created.
- In Log Editor product code conflicts now show up in color coded as warning similar to scheduled time errors.
- Color-coded avail breaks to designate breaks that are good, over-filled, or under-filled.
- Automatic observation of Daylight Savings Time to correctly create 2AM log for "Spring ahead" and "Fall back".

Billing

- Pre-Billing is now available to generate summary invoices in advance for each month for those customers who bill each month in advance. Since ads haven't run yet this invoice ids based on the broadcast order and does not include actual runtimes. Later after items are run an "As-Run" invoice can be created and attached to the original Pre-billing invoice showing actual runtimes without double-counting the items in A/R.
- Electronic notary stamp & signature images may now be inserted into Station Certification Text and Notary Statement text portions of invoice/affidavits.
- CPE codes [Advertiser Code, Product Code, and Contract #] are fully supported for e-Invoicing as separate data fields during order entry.
- Improved warnings during order entry to prevent errors in Co-Op invoices.
- Ability to export an invoice to MS Excel file. This requires MS Excel to be installed on the same computer on which NL is installed.
- Can now print a 'File Copy' of all finalized invoices, including those normally emailed or sent to an e-Invoice clearinghouse.
- Samples of all invoice types are now displayed in the manual and help file.
- When printing Finalized invoices NL now warns how many invoices were not finalized but not printed and need to be sent via e-invoicing.
- Ability to add a "flat amount" as a fee on an invoice similar to a tax but as a flat $ rather than a %.
- Non-Log-Charge items now post when invoice is generated rather than when the log for the scheduled date is generated. Non-Log-Charges can now be scheduled to occur once-per-invoice.
- Invoices can be exported to Quickbooks.

Accounts Receivable

- Deposit slips (Quickbooks format only) can now be printed from the Accounts Receivable menu

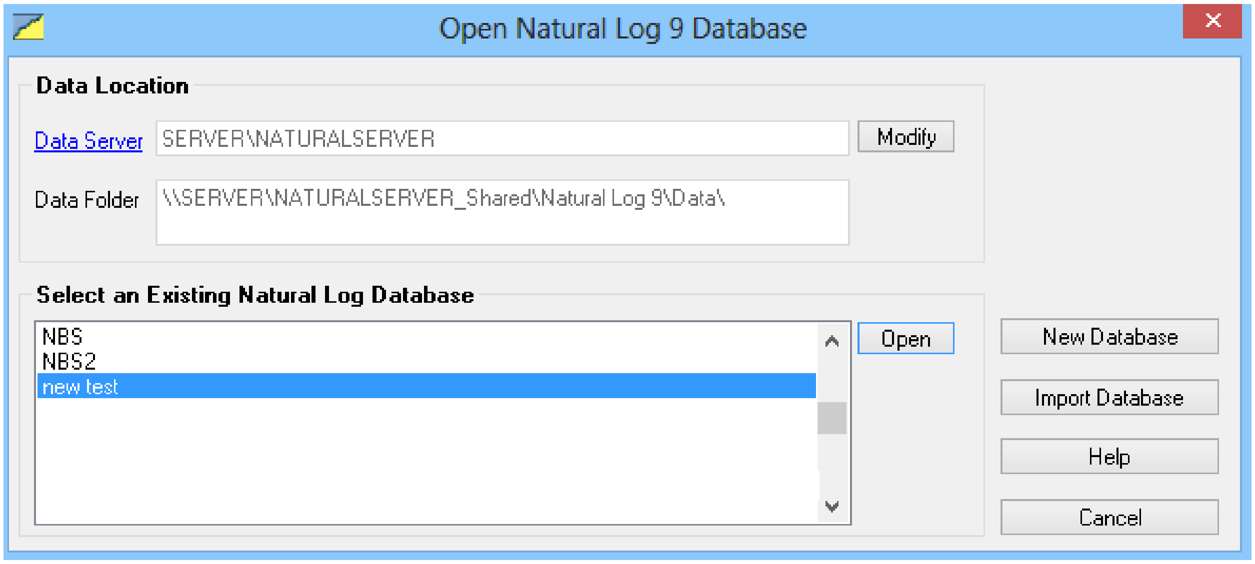
Reports

- Users can define memorized report groups ands assign any memorized reports to these groups.
- Reports can be exported to MS Excel format with all formatting intact. This requires MS Access to be available on the same computer on which NL is installed.
- Reports can now be exported to XML formatted files.
- Ability to restrict days-of-week on inventory reports.
- Customer selection tab on reports can now be sorted by CustID or Sponsor name.
- Duplex [2-sided printing] and color text printing now supported if your printer supports these methods.
- Log Report can now sort by length

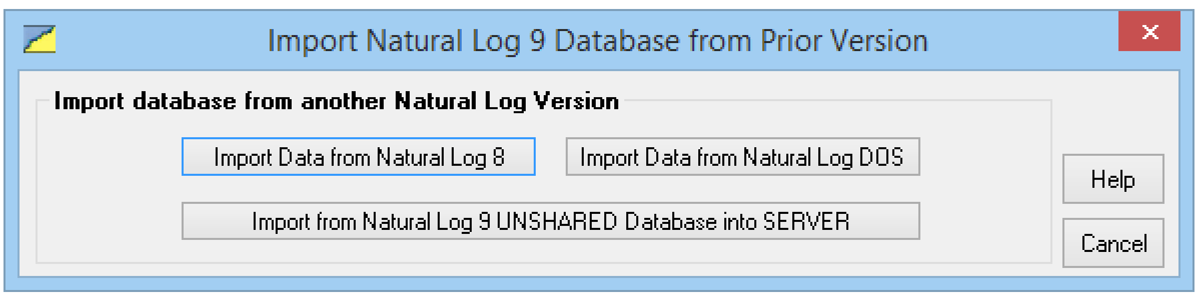
Converting from Natural Log for DOS to Natural Log 9

To use your existing Natural Log 8 data in Natural Log 9 it must be converted into the new database format used in Natural Log 9

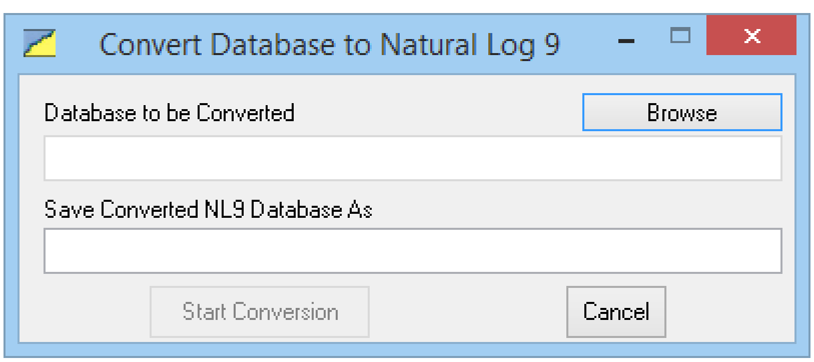
From the Natural Log for Windows Main Screen, click **[File][Open Natural Log Database]**



Click **[Import Database]**



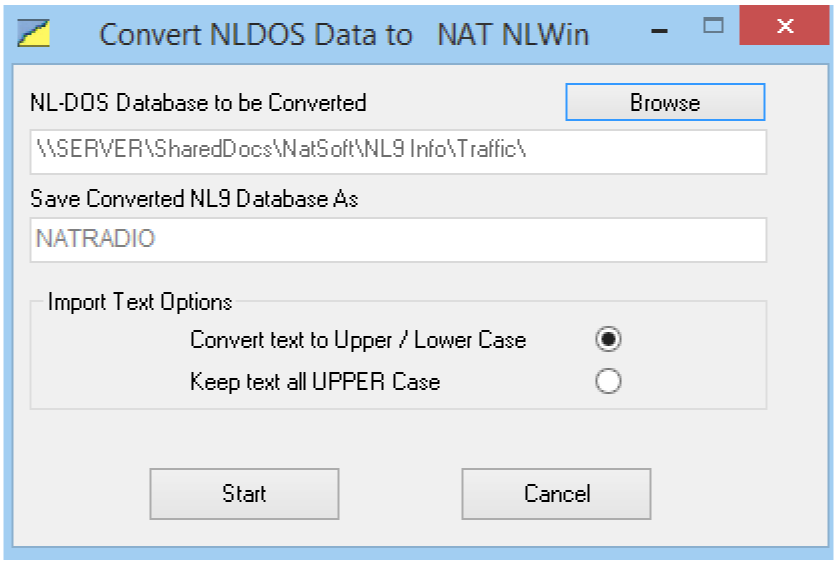
Select **[Import Database from Natural Log DOS]**



Next to the **Database to be Converted** Box, click **[Browse]** to find the Natural Log DOS File named Setup**.STP**. This file will be located in the

\TRAFFIC\FILES folder for 1st copy of NL
\TRAFFIC2\FILES folder for 2nd copy of NL
\TRAFFIC3\FILES folder for 3rd copy of NL

When you find the Setup.STP file, click **[Open]**.



Then click **[Start]** to begin the conversion of the Natural Log database into your new Natural Log 9 program.

See Changes from Natural Log DOS to Natural Log 8
See Changes from Natural Log 8 to Natural Log 9

Changes from NL-DOS to Natural Log 8

Also see Changes from Natural Log 8 to Natural Log 9

Speed Windows-based programs are inherently slower than DOS programs. NL-Windows runs as efficiently as any Windows-based program. If you are dissatisfied with the speed or operation, you must get a faster computer and local-area-network [if operating across a network]. A 1.8 gHz computer is the absolute minimum for reasonable speed. Windows processes running in the background can also slow operation.

Windows Graphical Interface Mouse-driven Windows Cut-and-Paste and Drag-and-Drop functions are supported. Generally, right clicking on an item will cause a popup menu to appear allowing cut, copy and pasting in text boxes.

Documents

- Order Confirmations, Production Orders, Logs, Invoices, and Statements are much more user-configurable. You can select the print fonts and font size to be used for each document.
- NL Windows also allows you to print a graphic logo on Order Confirmations, Invoices, and Statements.
- All documents may be printed to any Windows-compatible printer or to an Adobe Acrobat PDF file for easy e-mailing. Order confirmations, invoices, and statements can be e-mailed directly from NL [provided you have appropriate e-mail functions available from the computer on which NL is installed.]

User Passwords

- An unlimited number of users can be created each, with their own password.
- Each user can have full read-write access, read-only access [to allow viewing but not editing data], or can be allowed or denied access to each section of NL.
- Users can be restricted to accessing accounts belonging to a specific account rep [salesman] so you can set up your salespeople as users and restrict them to only accessing their accounts and broadcast orders and also allow or deny them the right to edit the data. [See user permissions]
- You can also allow account reps to directly enter broadcast orders but require single or multiple levels of station management and/or traffic director approval before the orders will be logged [see program options].

Customers

- An unlimited number of customers can now be maintained in NL.
- Customers may not be deleted but can have their account closed when no longer needed.
- Customers can be assigned to an agency. Agencies can be set up in NL so you only have to enter their information once, then whenever you enter a new customer for that agency, the information is recalled so it need not be reentered for each new sponsor for that agency.
- The NL administrator can set up default customer data values appropriate to their situation [see default values].

Broadcast Orders

- An unlimited number of broadcast orders can now be saved in the NL system.
- Old orders are no longer deleted until the holding period expires [as described in program options]. After orders have logged at least 1 item, they can no longer be deleted, you must change the end-date to stop them from running.
- Orders can now be linked to special events templates and automatically run only when the special event is scheduled [see See linking an Order Line to a Special Event Template and scheduling special events templates].
- Automatic front-loading is now supported as described in frontloading. Multiple-item macro scheduling [such as program opener & sponsorship items linked together] is now supported as described in scheduling macros.
- You may now specify a required break position for an ordered item such as first-in-break, last-in-break, book-ends, etc. as described in position.
- Order confirmations are viewed on-screen prior to printing. Bulk contracts may be entered to track the customer's fulfillment of his long term buying commitment [see bulk contracts].
- The NL administrator can set up default broadcast order data values appropriate to their situation [see default values].
- You can allow account reps to directly enter broadcast orders but require multi-level management and/or traffic director approval before the orders will be logged [see broadcast order review].

Copy Manager

- In NL-DOS, each station had its own copy list. In NL-Windows, there is a single unified copy list available to orders for any station(s). After data import from NL-DOS, you need to use non-duplicated CopyID's. When NL-Windows imports copy data from a 2 station NL-DOS system, if it sees duplicated CopyID's, it appends a special code to make the 2nd station's CopyID unique. This special code is automatically stripped out when the log is sent to automation so there is no need to change your CopyID's in automation.
- In NL-Windows, CopyID's must be unique but need not be numeric [though you need to comply with your automation system cut number/name conventions]. The NL-DOS copy conversion table is no longer used so users need to enter the CopyID exactly as it should appear for their automation system, including any letter prefixes. NL will accept any combination of letters and/or numbers up to 20 characters may be used to create a unique CopyID.
- Copy scripts can be created in any Windows-based word processor, then copy-and-paste the script text into the script window of the NL Copy Manager.
- There are new types of copy such as Copy-Schedules and Copy-Packets to help users deal with complex copy scheduling requirements.

Logs

- Log formats are now called Log Templates in NL Windows. Program Blocks are now called Special-Events-Templates and can be pre-scheduled so there is no need to copy them into log formats to use them [see linking an Order Line to a Special Event Template and Log Templates.

- Individual Log Template line items, hours, or complete days can be copied from one Log Template and mass-pasted into on or more other Log Templates.

- Drag-and-drop and cut-and-paste functions are available in the log editor. There is a user-configurable log editor screen. [See log editor].

Billing

- Users can mass-charge multiple logs.

- Users can cancel, correct, and reissue invoices in the billing section as long as the billing period has not been closed. Billing errors can be more easily investigated using the view-error-detail function on the main billing screen.

- Electronic invoicing is supported for most popular e-Invocie clearinghouses for the broadcast industry. NL can automatically e-mail invoices to customers in Adobe Acrobat PDF format.

- Invoices may be printed as they were in NL-DOS: detail, times-only, summary. NL Windows adds a new times-rates invoice type.

Accounts Receivable

- One of the biggest changes with NL Windows is the ability to edit or delete and reenter payment and adjustment transactions. NL-DOS required you to enter reversing entries if you discovered an error after a payment or adjustment was processed. In NL Windows you can always delete, delete and reenter, or edit a payment, adjustment, or invoice so long as the accounting period has not been closed [see end-of-month closing] .

- Account statements may now be printed in "Open-Item' format or "Balance-Forward" format.

- A minimum finance charge amount can be set to allow users to charge a flat late-fee even if small amounts are owed. Users can also specify whether finance charges are compounded. Users can define the description of the finance charge to be shown on the customers' account statement.

- Finance charges are now posted and aged as separate invoices so the user can decide whether to post payments to finance charges or invoices first [see program options finance charges].

Reports

- All reports are viewed on-screen prior to being sent to the printer.

- All reports are user-configurable for sorting, grouping, subtotals, filtering, and columns to be displayed. After you configure a report to your liking, you can memorize the settings under a unique report name and instantly recall those report settings by selecting that report under memorized reports.

- All reports can be exported to text or delimited files for import into any other Windows program [such as spreadsheet, database, etc.]. They can be printed any Windows printer or to Adobe Acrobat PDF files for easy emailing.

- New reports include a Bulk-Contract-Fulfillment report, Log reports, and TaxDue reports. Some reports such as the Rates Reports have been reconfigured to make them more usable.

- The reports section may also be used to print mailing labels and envelopes for customers.

Data Backup

The Natural Log for Windows data file is very large. It should not be backed up to floppy discs due to the large number of discs needed and the consequential increased risk that 1 disc could go bad and cost you the entire backup. We highly recommend you backup to a tape backup system, a Zip™ disc, or to CD using a 3rd party CD burning program. See data backup.

Screen Browsers

User-configurable screen browsers allow you to look up customer accounts, broadcast orders, and copy. The customer edit screen brings together all information for that customer including unpaid items, broadcast orders, and copy. See configuring screen browsers.

Salesmen

In NL, station ad salesmen are referred to as Account Reps. Account Reps can not be deleted but can be set as inactive when no longer needed. See account reps.

Product Codes

In NL, users can create an unlimited number of product codes to protect similar products' spots from being logged together.

Time Classes

In NL, users can create an unlimited number of time-classes.

Agencies

Agencies can be set up in NL so you only have to enter their information once, then whenever you enter a new customer for that agency, the information is recalled so it need not be reentered for each new sponsor for that agency.

Utilities

There is an on-screen calendar [under the tools menu] that can be displayed as calendar month or broadcast month. Users can enter dated reminders that will pop up on the NL screen on a specific date. There is an activity log for each user, customer account, broadcast order, log, and invoice that records the changes entered, the user that made the changes, and the date/time of the change.

System Setup

Setup allows you to create and maintain various station and system information and formatting: To access this section, from the Main Menu select **[Setup]**.

Administrator Controls Under this menu you may:

- Set program options such as data base options such as data backup prompts, how long to data is saved, finance charge & aging options, order review requirements, and other miscellaneous global program options.
- Setup and manage users and their passwords and permissions
- Setup stations, including formatting of documents such as invoices and statements for each individual station as well as the "Multi-Station" documents.
- Set default entry values and create custom data fields for Customer, Order, and Copy Manager data entry screens.

Account Reps To setup Account Rep (salesmen) data and sales goals.

Agencies To setup Agencies if needed for customers who are buy through agencies

Avail-Types To setup Avail-Types to restrict avail usage for sponsorships and other specialized avails.

Product Codes Define conflicting product protections

Revenue Sources Define Revenue Sources (such as Local Direct, Local Agency, National Agency, etc.) and how they are handled by the Natural Log system.

Revenue Types Define Revenue Types (such as Cash, Trade, etc.) and how they are handled by the Natural Log system.

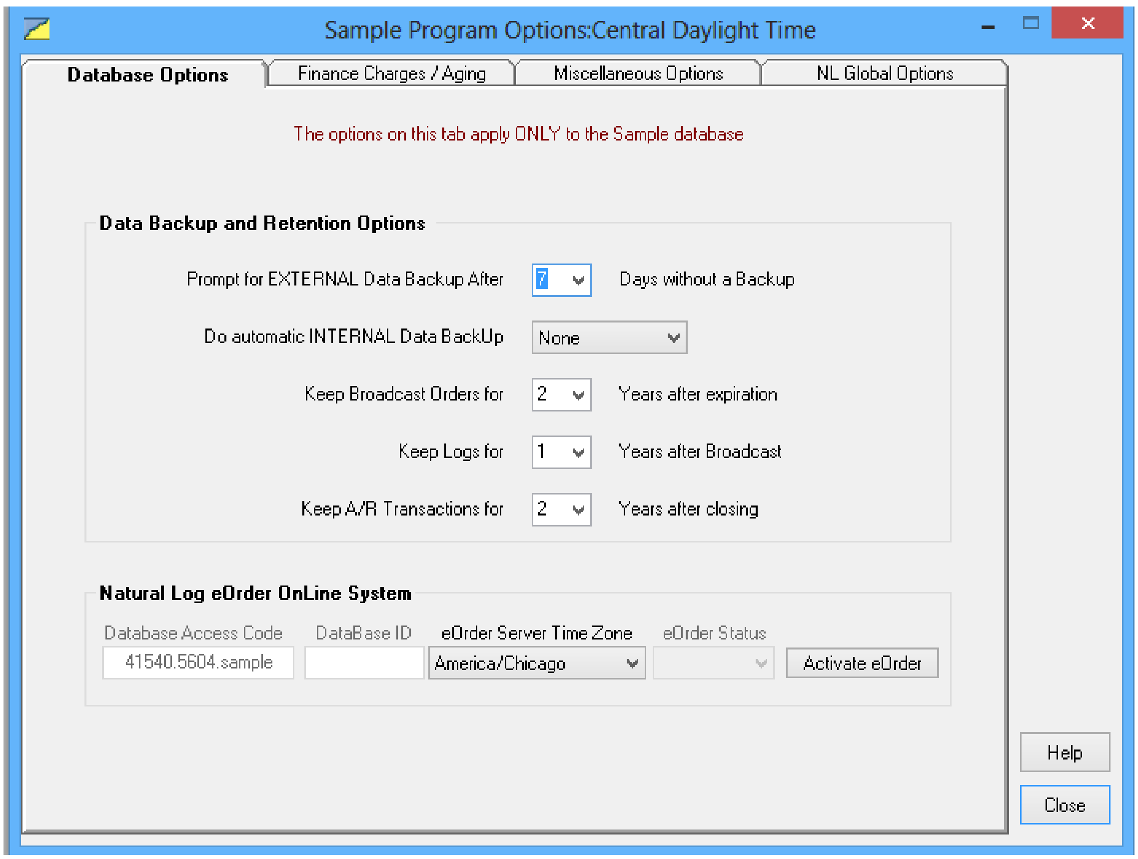
Taxes & Fees If needed, you can define tax rates or flat fees to be charged [such as regulatory fee recovery] to be applied to your invoices.

Time Classes Define Time Classes only for the few instances when they are needed. See detailed discussion before creating time classes.

Program Options

Also see
[Posting Finance Charges]
[Finance Charges / Aging]
[Miscellaneous Options]
[NL Global]

Natural Log's main program options are accessed from the main NL menu, click **[Setup] [Administrator Controls] [Program Options]**. You can then set your preferences for Database Options, Finance Charges, Miscellaneous Options and NL9 Global Options.



Prompt for EXTERNAL Data Backup After ## days Without a backup
It is highly recommended you do DAILY external data backups, but this allows you to decide how long before NL starts prompting you if you forget to do data backups for a period of time. External data backups should be done to some EXTERNAL media (not saved on the NL computer or in the same location as the NL computer).

Natural Log publisher, developers and support technicians are not responsible for any data loss resulting from your failure to have a good data backup or for any failure of the backup media. You must do daily data backups to different locations / discs / removable drives in case you have any problem with a backup, you always have another. Natural Log support CANNOT help you recover data if you do not have a good recent data backup!

Do Automatic INTERNAL Data Backup

NL will do an automatic INTERNAL data backup (during NL startup) if you select DAILY. This internal backup is done to a folder on the NL computer. It is highly recommended you leave this set to DAILY.

Keep Broadcast Orders for # Years

This option allows you to specify how long orders are kept [2-5 years]. 5 years is recommended. 99 years will cause orders to never be deleted.

Keep Log for # Years

This option allows you to specify how long Logs are kept [2-5 years]. 2 years is recommended. 99 years will cause logs to never be deleted.

Keep A/R Transactions for # Years

This option allows you to specify how long individual Account Transactions such as invoices and payments are kept [2-5 years]. 5 years is recommended. 99 years will cause AR Transactions to never be deleted. Note: To preserve AR balances during housekeeping processes, non-paid and non-zeroed invoice and prepayment transactions are never deleted until they are zeroed out no matter what this value is set to.

Natural Log eOrder Online System

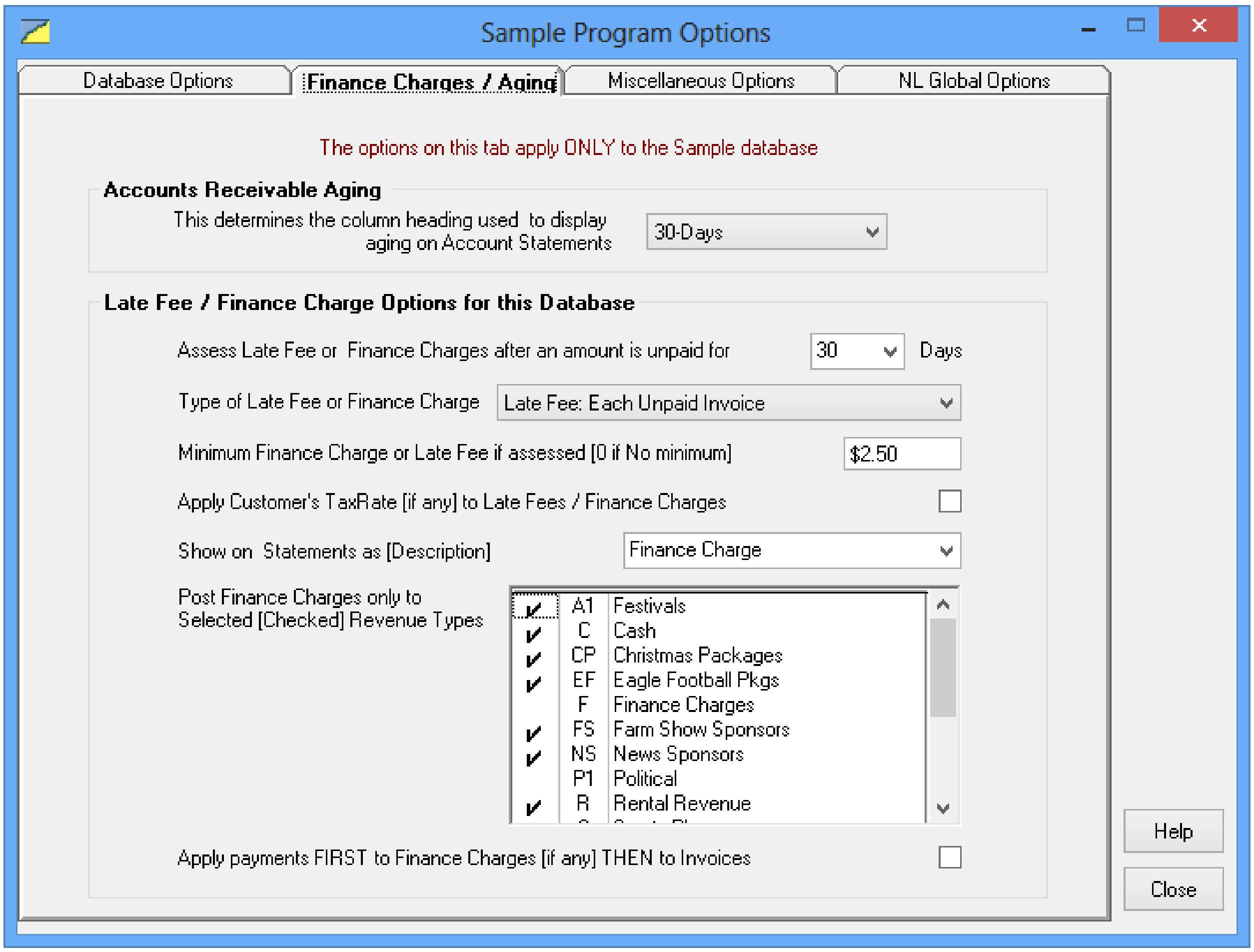
This option allows you to test and connect to your eOrder Online system if you have subscribed to this service. You can also set the time zone to be used by eOrder.

EOrder is an online order entry system allowing Account Reps to enter orders online from any internet connected device. The local Traffic Director using NL9 can then easily download and import the eOrders into the NL9 database. This is a Subscription Service.

Finance Charges / Aging Options

Also see
[Posting Finance Charges]
[Database Options]
[Miscellaneous Options]
[NL Global Options]

Natural Log's main program options are accessed from the main NL menu, click **[Setup] [Administrator Controls] [Program Options]**. Then click the **Finance Charges** tab. The following options may be set:



Accounts Receivable Aging

This determines the column heading that displays aging on Account Statements. Options are Month (ie: Jan, Feb,Mar, etc...) or 30 Day (ie: Current, 31-60,61-90, 91-120, etc...) .

Impose Finance Charges After an Account Balance is Unpaid for ## Days

The default is 30 days but you may set it for any time period you like. This will cause finance charges to be imposed if the customer has a balance due over ## days <u>and</u> that customer's account specifies a Finance Charge %.

Type of Late Fee or Finance Charge

NOTE: NL will never assess a Finance Charge or Late Fee to any customer's account that has a 0% APR even if you set a **Minimum Finance Charge or Late Fee**. The difference between **Finance Charges** and **Late Fees** is a Late Fee is a flat amount assessed as a fee for late payment while **Finance Charge** is computed using an interest rate multiplies by an unpaid balance.

- **Finance Charge: Average Daily Balance**
- **Finance Charge: Minimum Daily Balance**
- **Finance Charge: Ending Balance**
- **Late Fee: Each Unpaid Invoice**
- **Late Fee: Each Unpaid Station**
- **Late Fee: Each Unpaid Account**

For **Finance Charges** NL will assess the higher of:

1. The amount computed by multiplying the customer's APR % rate by the specified balance, or
2. The **Minimum Finance Charge or Late Fee.**

For **Late Fees** NL will assess based on the ending balance of each unpaid invoice. If you select **Late Fee: Each Unpaid Invoice** the fee is charged once for each unpaid invoice. If you select **Late Fee: Each Unpaid Station** and there is at least one unpaid invoice that station the late fee will be assessed for that station.
If you select **Late Fee: Each Unpaid Account** and there is at least one unpaid invoice that account the late fee will be assessed for that account and allocated between multiple stations [if applicable] based on prorated portion of total unpaid balance per station.

Minimum Finance Charge If Finance Charge is Imposed

The default is 0.00 but may be set to any currency amount. This is useful if you want to charge a flat late fee such as $25 per account [or per unpaid invoice] rather than a % rate finance charge. To do this you:

1. Enter the flat amount to be charged in the **Minimum Finance Charge** entry.
2. You still must put a very small percentage [such as .01%] in the Late Fee/Finance Chrg entry in each Customer's account who will be assessed this minimum fee.
3. When Finance Charges are assessed, if the computed amount based on the % rate for that customer is less than the **Minimum Finance Charge or Late Fee**, the minimum is used. This means the minimum effectively becomes a flat late fee per account. However if you select **Late Fee: Each Unpaid Invoice** type this minimum amount will be charged on each unpaid invoice.
4. If the computed finance charge based on the % rate entered for that customer exceeds the **Minimum Finance Charge,** the customer is charged the computed finance charge.
5. If you put 0% for a customer this minimum finance charge will not be applied to that customer.

Apply Customer's Tax Rate [if any] to Finance Charge

The default is unchecked.

Show on Statements as [Description]

The default is **Finance Charge** but you may type any description you desire to be shown on statements for the Finance Charges / Late Fees.

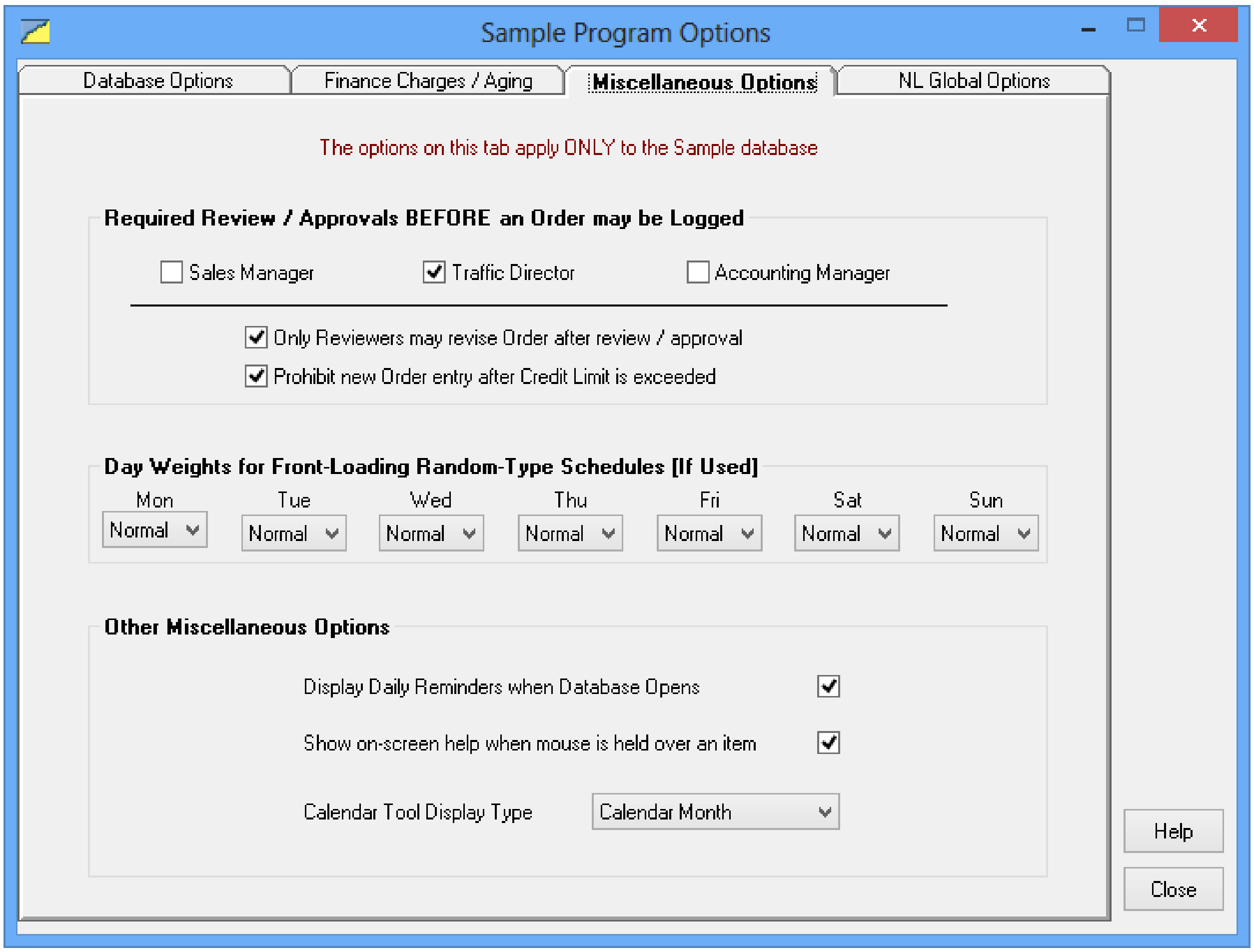
Post Finance Charges Only to Selected [Checked] Revenue Types.

This allows you to exclude late fees on Trades or other Revenue Types. Note that posting finance charges to revenue type F-Finance Charges has the effect of compounding finance charges. If you do not compound finance charges, do not check revenue type F.

Miscellaneous Options

Also see
Database Options
Finance Charges / Aging
NL Global Options

Natural Log's main program options are accessed from the main NL menu, click **[Setup] [Administrator Controls] [Program Options]**. Then click the **Miscellaneous Options** tab. The following options may be set:



Order Review / Approval before Logging

On the program options screen, this option allows you to permit Account Reps (salesmen) to enter their own orders in NL, but they will not run until the required level of Review and Approval is obtained. The specified UserType must be logged in to review and approve the order before it runs. The available options are:

- **Sales Manager**
- **Traffic Director**
- **Accounting Manager**
- **Only Reviewer may revise Order after review / approval** Only available if at least one review is selected. This prevents a restricted user (such as Account Rep) from revising an Order after it has been reviewed and approved. If checked, and an Order revision is necessary the revision must be entered by a usertype that can review and approve orders.
- **Prohibit new Order entry after Credit Limit is exceeded**

Note: If the **[Require User LogIn]** checkbox (on the **User Permissions** tab) is not checked, no review or approval is required even if you set a required review and approval here!

You may also set the following check boxes.

Day Weights for Front-Loading Random-Type Schedules

Most stations do not use Front-Loading so these should be set to NORMAL. However for those that do use Front-Loading , this option allows you to specify how much front-loading can be done for each day of the week. This can range from -90% to +90%. This is the % change in the likelihood (from normal) that an individual spot (from a Random-Type Schedule) will be scheduled on a given day. See Front-Loading for a complete discussion of this issue.

Automatically Display Daily Reminders on StartUp

NL allows you to set reminders for the NL system or individual customers that NL will automatically display on a specific date. Also see Reminders

Show on-screen help when mouse is held over an item

Windows has "Tool Tips" which can pop up on screen to give you context-sensitive help when you rest the mouse over certain on-screen items. This allows you to disable this feature if you want.

Calendar Tool Display Type

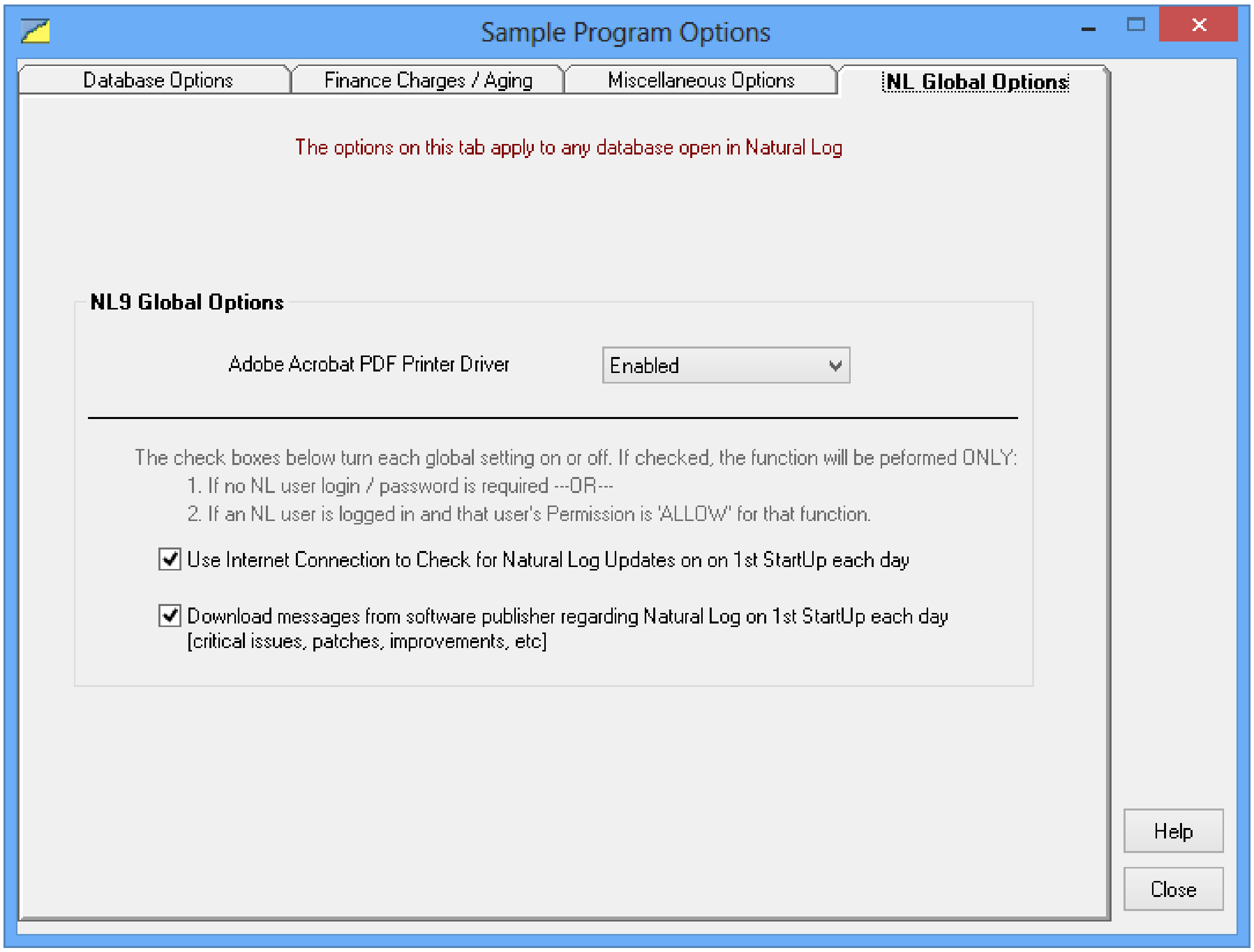
NL has a calendar tool that can be configured to display calendar month or broadcast month.

Screen Display Theme

NL allows you to select whether you want your screen displayed in a Windows or Apple theme. D2HLink_298472

NL Global Options

Also see
[Database Options]()
[Finance Charges / Aging]()
[Miscellaneous Options]()



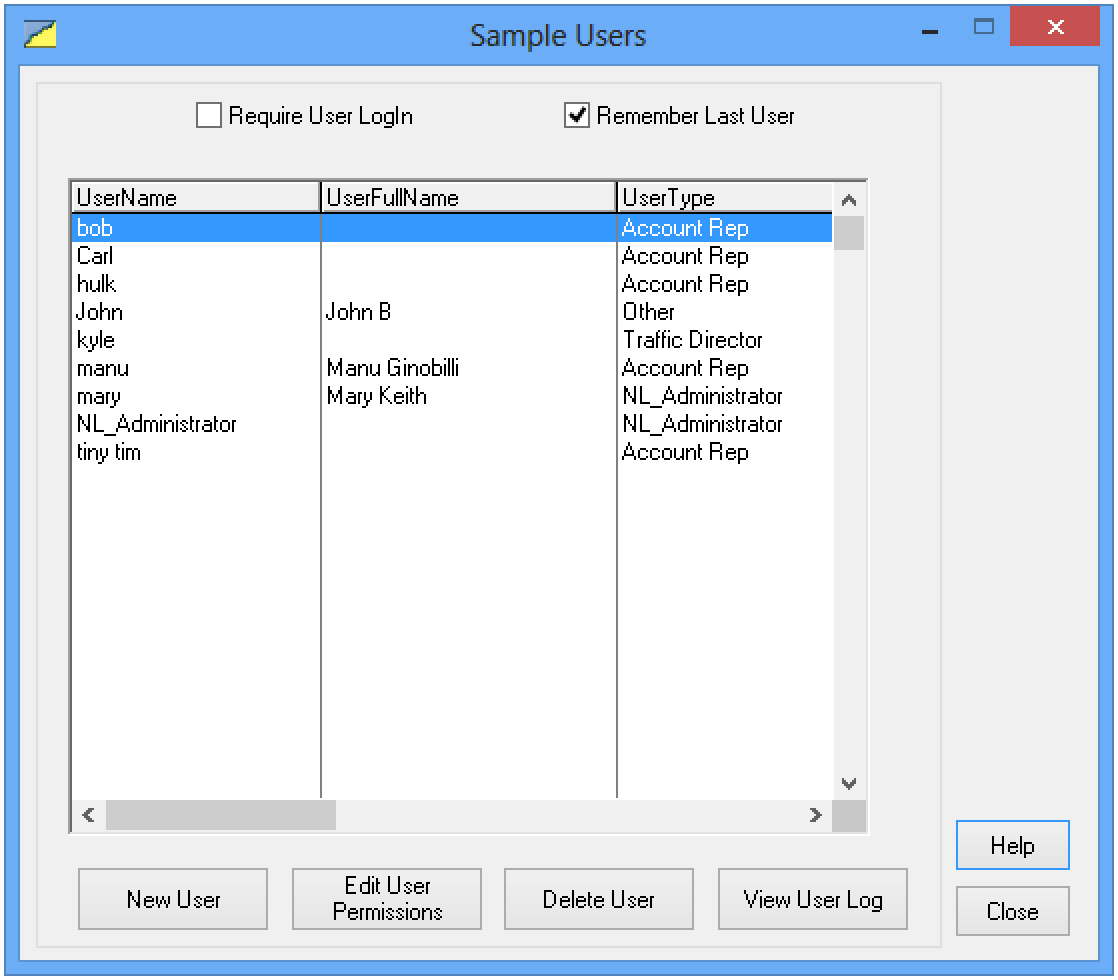
Adobe Acrobat PDF Driver
This option allows you to specify if NL's PDF print driver is used. The default is **Enabled** which is required if you want to use the PDF writer included with NL. The only time this would be set to **Disabled** is if you don't want to use the PDF writer or NL cannot load the PDF print driver and issues error messages at startup.

Use Internet Connection to Check for Natural Log Updates
This option allows you to use your internet connection to automatically check for updates to Natural Log and notify you when an update is available.

Download messages from software publisher
This option allows you to download messages from our website pertaining to program issues such as patches, improvement or other issues.

Users and Passwords

Natural Log allows the NL_Administrator significant control over what individual users can do in NL. To enter the User section, from the main NL menu, click **[Setup] [Administrator Controls] [User Permissions]**. Then click the **Users/Passwords** tab.



Require User LogIn

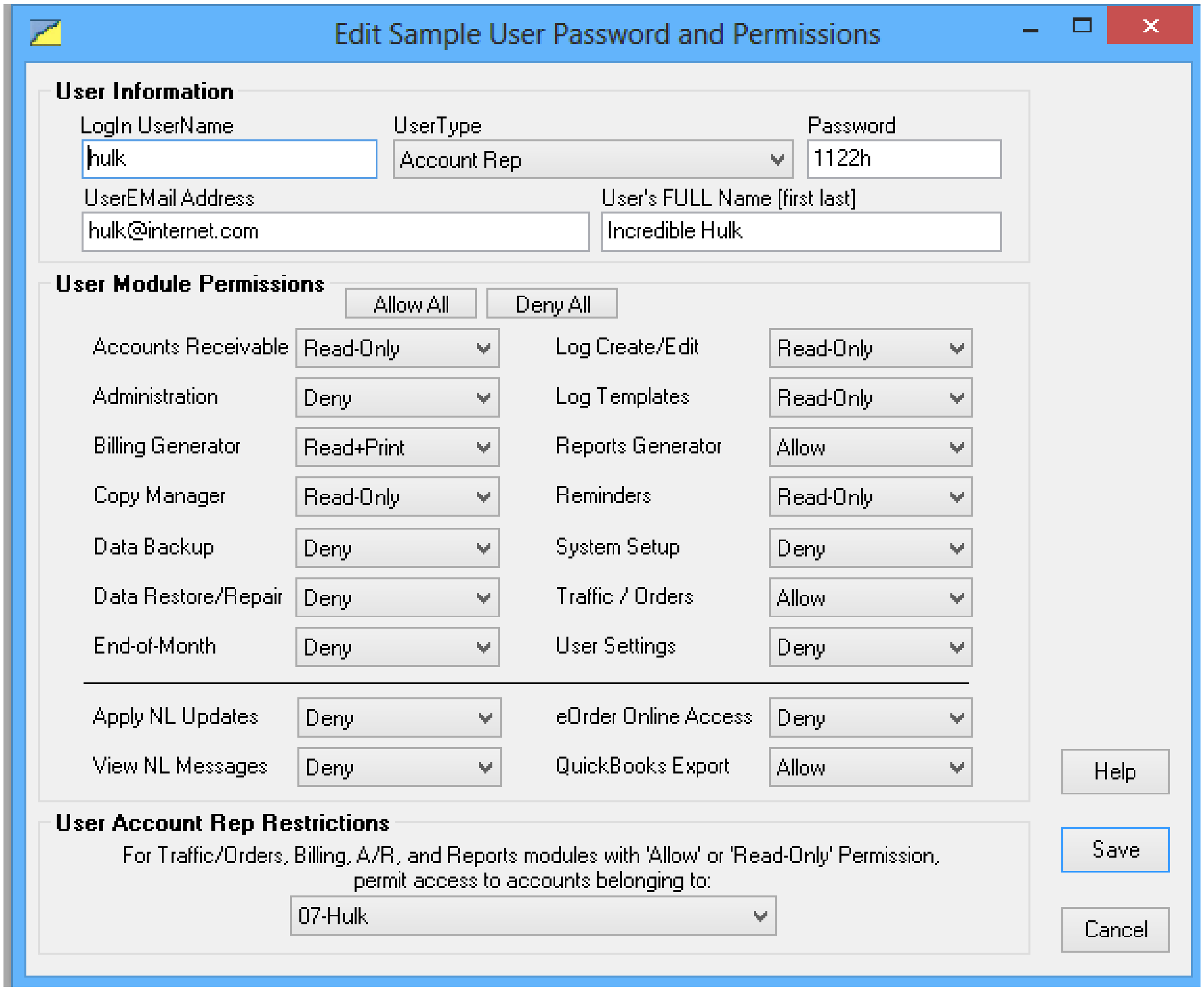
To have user permissions in effect you MUST check the **Require user LogIn** checkbox. If checked, NL also keeps a User Activity Log of any activity of the user such as changes made to accounts and orders. If this box is unchecked, NL does not prompt for a UserID or password during startup.

Remember Last User

If you click**[Require user LogIn]**, you also click **[Remember Last User]** to tell NL to remember the last user logged in on each computer. This means the user won't have to type in their user name each time, but they still must provide their password. This is useful for a user who always accesses NL from the same computer and does not allow other users to access NL from the same computer.

UserNames and UserTypes

When you click **[New User]**, the NL_Administrator can enter information for that user. Each user must have a unique UserName and be assigned to one of the UserTypes.



- **NL_Administrator** Can do anything in NL including setting permissions for other users.
- **Sales Manager** Allowed to review and approve orders for air (if Sales Manager approval is required). Also may have any additional permissions granted by the NL_Administrator.
- **Traffic Director** Allowed to review and approve orders for air (if Traffic Director approval is required). Also may have any additional permissions granted by the NL_Administrator.
- **Account Rep** User permissions are defined by the NL_Administrator.

User Module Permissions

Each user may assigned any of the following permission levels for each main module of Natural Log (such as Traffic, Logs, Billing, A/R, etc.)

- **Allow** The user can do anything within that module.
- **Deny** The user may not enter that module.
- **Read-Only** The user may view that module but may not make any changes.

User Account Rep Restrictions

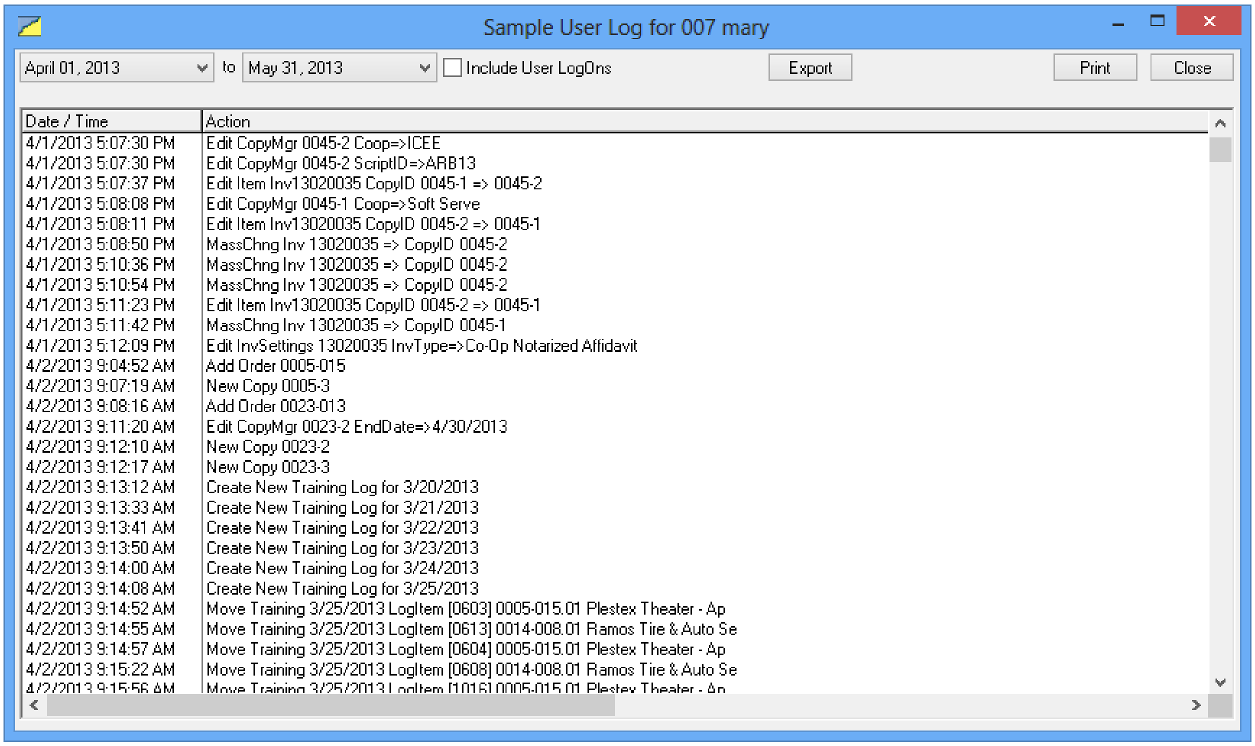
The user may be restricted to viewing (and if allowed, editing) items that belong to a specific Account Rep (salesman). This allows you to set up a salesman as a user in NL and only allow that salesman to see his own customers and orders.

User Activity Log

User Activity Log

If **Require user LogIn** is checked on the **[Setup] [Administrator Controls] [User Permissions]**, NL keeps a log of all changes made by each user to customer accounts, orders, invoices, and logs.

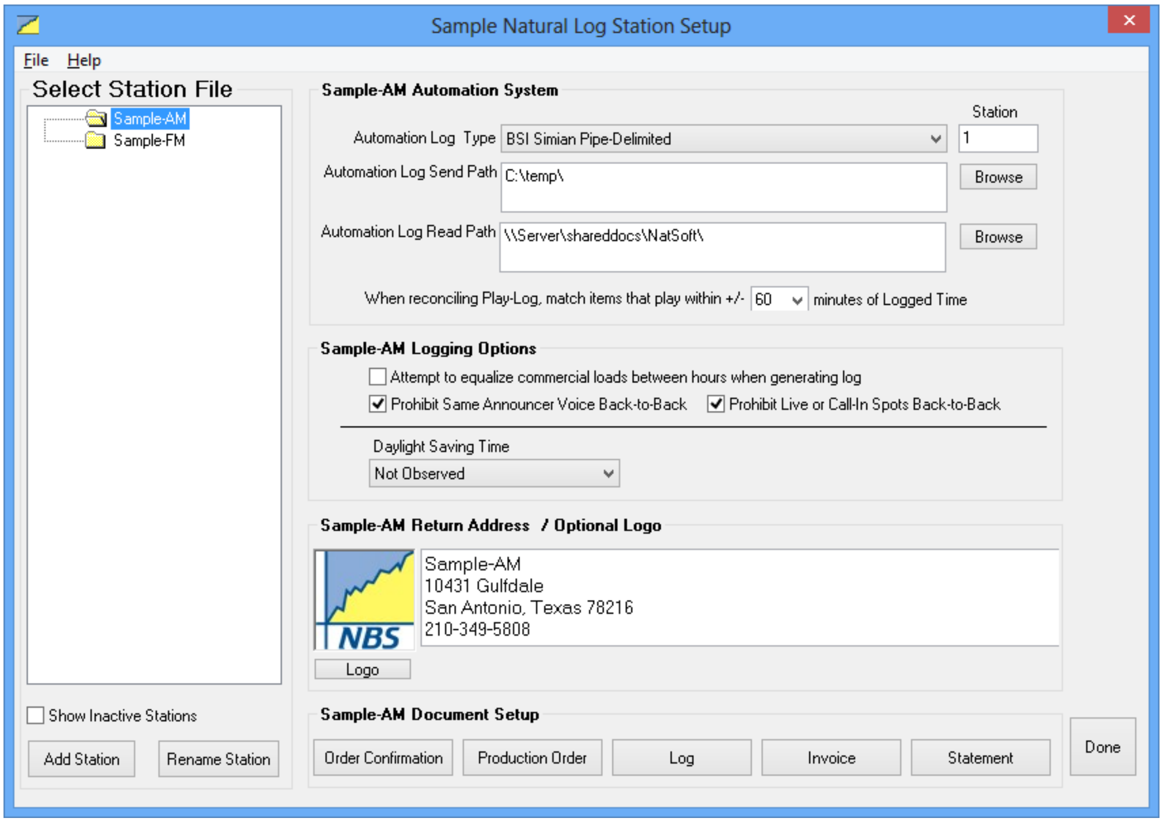
The user log for each individual user may be viewed by the NL_Administrator in the NL **[Setup] [Administrator Controls] [User Permissions]** with the **[View UserLog]** button.



Changes made on each Customer Account, Order, Invoice, or Log may be viewed under the **[Tools][Activity Log]** menu choice while that particular account, order, invoice, or log is open on the screen.

Station Settings

Natural Log's Station Settings are accessed from the main NL menu, click **[Setup] [Administrator Controls] [Station Settings / Document Formats]**. The screen that is then displayed will allow you to set up and edit Station information:



Station Call Sign

This is how the station is identified within the Natural log system and each station must have a unique identifier. You may rename the station at any time without affecting anything already entered in NL but you will have to manually modify the station return address on the NL station document settings if you rename the station.

Station is Inactive

Warning: You can't delete any station that has 1 or more transactions in the Natural Log system. These transactions may include Customer Account assignments, running Orders, or any billing or collection items assigned to this Station. This deletion prohibition maintains the referential database integrity and assures that all items are properly accounted for in the historical accounting records.

Solution: Instead of deleting a discontinued station, in **[SetUp] [Administrator Controls][Station Settings / Document Formats]**, check the **[InActive]** box for the discontinued station after you have ended any running orders and zeroed out any open Accounts Receivable items for that station. This will cause the InActive station to no longer show up on any menus, however its Accounts Receivable history will show up on billing history reports on which you do not restrict the stations included in the report.

Automation Log Type

This is the type of automation log NL must create (if any).

Station

This is not used for most automation systems, but may be used to uniquely identify the automation log for a particular station. For example the NL automation log for BSI Simian™ is named mmddyyT# where # is the station number you enter in this box. RDS Phantom™ uses AM or FM in this box. If this box is not displayed by NL, the log for your automation system does not use this entry.

Automation Log Send Path

This is the location where NL needs to send the Automation Logs as determined by your automation vendor.

Automation Log Read Path

This is the location where NL can read the "air log" returned by your automation system for Log Reconciliation. Not all automation systems are supported for reconciliation. See Automation Systems.

When Reconciling Play-Log, match items...

Natural Log can reconcile its log against the actual play-log from some automation systems [see Reconciling Automation Play-Log]. The value you set here tells NL how much time difference there can be between the logged time for an item and the time it played and still "match" the items in the log reconcilication. If the time difference is outside this window, NL does not reconcile and record the runtime for that item. Default value is +/- 60 minutes.

Logging Options

On the station setup screen, you can tell NL if you want to:

- **Attempt to equalize commercial loads between hours when generating logs.** NL's log generator has 2 conflicting goals when generating a log: [1] good horizontal and vertical rotation of customer's spots into all allowed hours and [2] even spot loading in each hour. This setting tells NL to give priority to equally filling log hours over trying to equally rotate customers' spots into every possible hour. All customer's spots will run within the time window ordered and will rotate into different dayparts and hours but they may not rotate absolutely equally into every possible hour when this option is selected.
- **Prohibit Same Announcer Voice back-to-Back this stations' Logs**
- **Prohibit Live or Call-In Spots back-to-Back on this station's Logs**

See voice protection and live spot / call-in protection.

Daylight Saving Time

You are given the option to choose how you want NL to handle daylight savings time. Your options are, “Not Observed”, (No log hours will be added or removed), “Observed USA Rules”), and “Observed Other Rules” (log hours will be changed accordingly).

Station Return Address / Optional Logo

This is the address to be printed as the station's address on all documents for this station such as Confirmations, Invoices, and Statements. You can add an optional **small** logo by right clicking on the **[Logo]** button or in the Logo picturebox. If you do add a logo, you are responsible for assuring proper dimensions. NL does not shrink or expand the logo, NL just prints it as-is. **The printed logo should be approximately the size of a first class postage stamp.** Generally any Windows-compatible graphics file format is supported (.bmp .gif; .jpg .jpeg .ico). The Logo is printed to the left of the station return address on the documents.

Station Document Formats

Click the links below for specific instructions regarding formatting of these documents:

- Order Confirmation
- Production Order
- Log
- Invoice
- Account Statement

Multi-Station Document Formats

Natural Log's Multi-Station Document Settings are accessed from the main NL menu, click **[Setup] [Administrator Controls] [Multi-Station Document Formats]**. The screen that is then displayed will allow you to set up and edit information applicable to Multi-Station documents:

These documents are only used when a document refers to more than one NL station such as a multi-station Order Confirmation or a Statement for a customer with a balance due on more than one station. If you are using only one station you do not need this section instead see Station Settings.

Group Name

This is how the group of stations (if more than one station) station is identified within the Natural log system. You may rename the station at any time without affecting anything already entered in NL but you will have to manually modify the station return address on the NL station document settings if you rename the station.

Multi-Station Return Address / Optional Logo

This is the address to be printed as the return address on all **Multi-Station** documents such as Confirmations, Invoices, and Statements only if more than one station is involved such as with a multi-station Order Confirmation.

You can add an optional Logo by right clicking on the **[Logo]** button or in the Logo picturebox. If you do add a logo, you are responsible for assuring proper dimensions. NL does not shrink or expand the logo, NL just prints it as-is. Generally any Windows-compatible graphics file format is supported (bitmap etc.) The Logo is printed to the left of the station return address on the documents.

Multi-Station Document Formats

Click the links below for specific instructions regarding formatting of these documents which are only used when a document refers to more than one NL station:

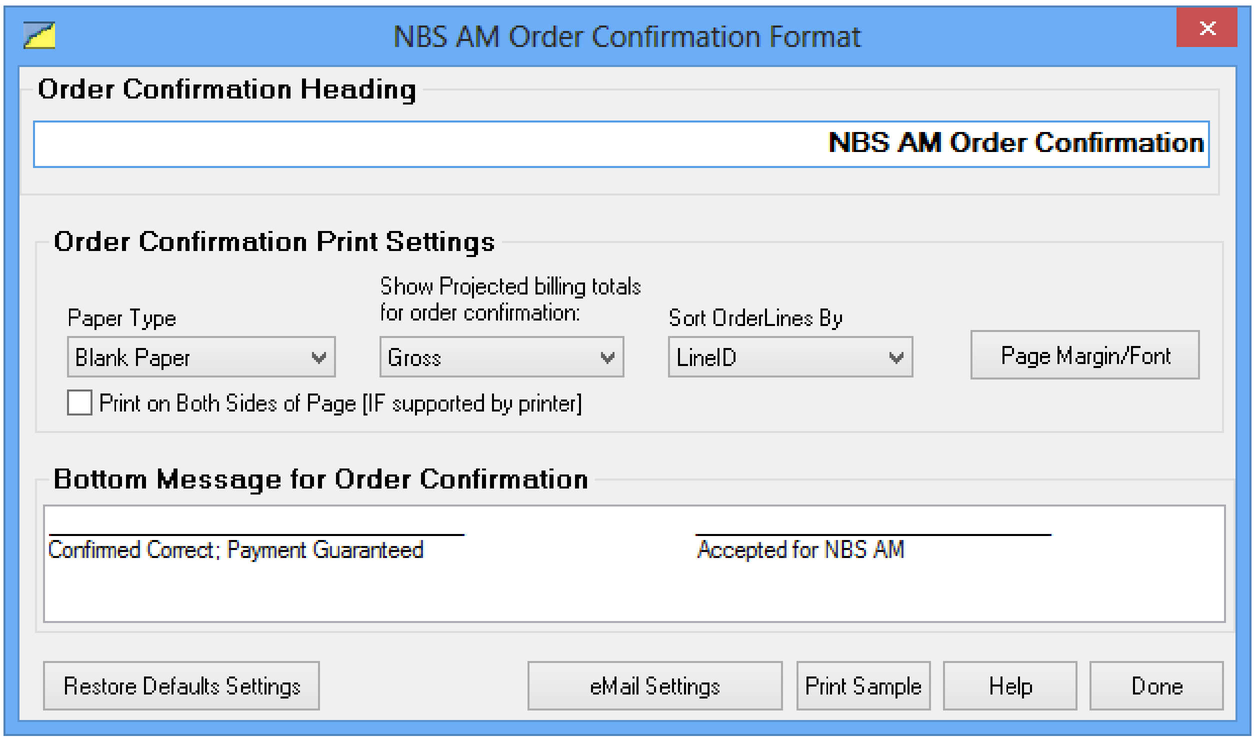
- Order Confirmation
- Production Order
- Account Statement|tag=Setup_Statement

Document Format - Order Confirmation

Natural Log allows you to set up Document formats for each NL station as well as a Multi-Station format for situations in which more than one station appears on a Document (such as a multi-station order). If you are running only one station you do not need the Multi-Station Documents. If you are running more than 1 station you must set up a Document format for each station plus the Multi-Station Document format.

Single Station Natural Log's individual Station Documents are accessed from the main NL menu, click **[Setup] [Administrator Controls] [Station Settings / Document Formats]**.

Multi-Station Natural Log's Multi-Station Documents are accessed from the main NL menu, click **[Setup] [Administrator Controls] [Multi-Station Document Formats]**.



Order Confirmation Heading

This is the large typeface page heading to be printed on the Order Confirmation for the selected station.

Paper Type

You may print this document on the following paper types.

- **Blank Paper** This draws the entire document including form boxes and lines, return address, and if used, logo
- **Letterhead** This draws the entire document including form boxes and lines, but not the return address, and if used, logo.
- **PrePrinted Form** Prints only the document data and assumes all form boxes, lines, addresses, and logos are preprinted. Contact the NL developer for a sample form. These preprinted forms are not user-configurable and must match the NL format.

Compute Projected Billing for Order Confirmation based on

The Order Confirmation includes a table showing projected billing. You can have NL display this projected billing as Gross, Net, Gross+Tax, or Net+Tax. If you select one of the +Tax options to display the projected billing on the confirmation, tax will only be included in the projected billing total if the order calls for tax to be assessed.

Page Margin/Font

If you desire you can change the page margins left/right and top/bottom used when printing this Document. You can also select a different font and/or font size.

Print on Both Sides of Page (if supported by printer)

This gives the option of selecting duplex printing as the default for this document. WARNING. This setting is available on each station but because the printing is usually done together [for all stations] if they change the duplex setting for one station it will affect all stations automatically.

Bottom Message for Order Confirmation

This is the small typeface message printed at the end of the Order Confirmation. This can be anything you want such as contract language or verification language.

The following buttons are available:

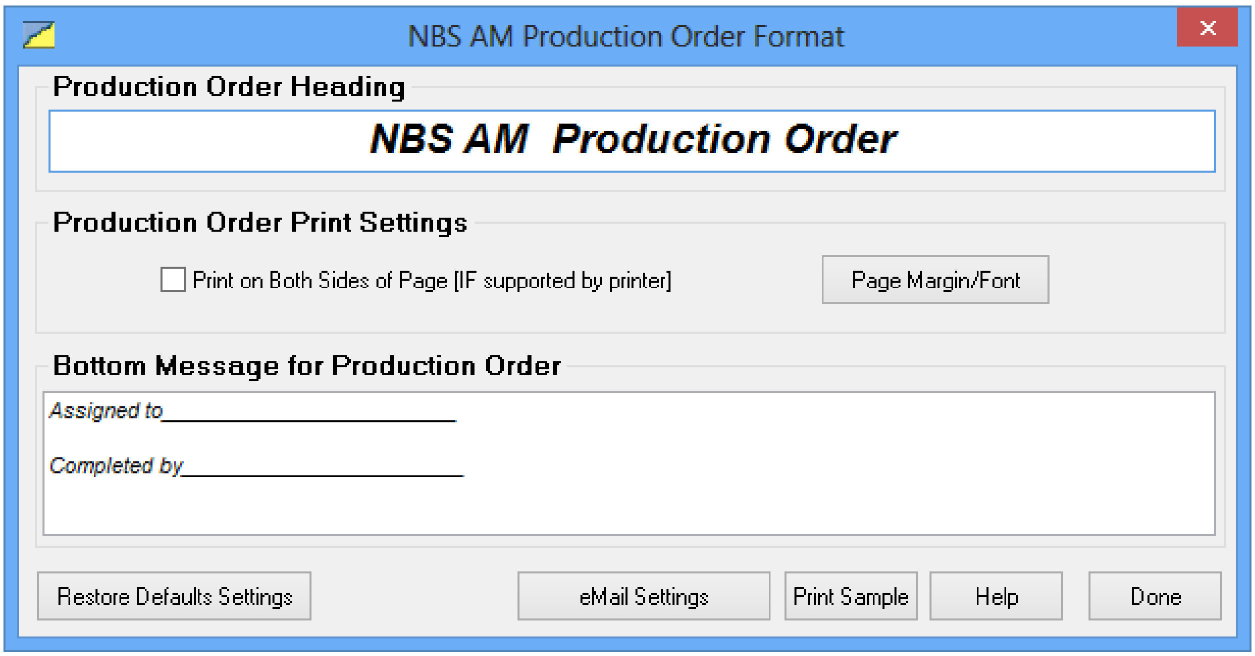
- **[Restore Default Settings]** You can return to the 'default' Document format anytime by clicking this button.
- **[e-mail Settings]** If you use the NL e-mail capability to send Order Confirmations by e-mail, you can set the text of the accompanying message as well as signal NL to automatically carbon copy e-mail to the Account Rep a copy of the Order Confirmation.
- **[Print Sample]** Sends a sample Order Confirmation to the printer.

Document Format - Production Order

Natural Log allows you to set up Document formats for each NL station as well as a Multi-Station format for situations in which more than one station appears on a Document (such as a multi-station order). If you are running only one station you do not need the Multi-Station Documents. If you are running more than 1 station you must set up a Document format for each station plus the Multi-Station Document format.

Single Station Natural Log's individual Station Documents are accessed from the main NL menu, click **[Setup] [Administrator Controls] [Station Settings / Document Formats]**.

Multi-Station Natural Log's Multi-Station Documents are accessed from the main NL menu, click **[Setup] [Administrator Controls] [Multi-Station Document Formats]**.



Production Order Header
This is the large typeface page heading to be printed on the Production Order for the selected station.

Production Order Print Settings
This gives the option of selecting duplex printing as the default for this document. WARNING. This setting is available on each station but because the printing is usually done together [for all stations] if they change the duplex setting for one station it will affect all stations automatically.

[Page Margin / Font] If you desire you can change the page margins left/right and top/bottom used when printing this Document. You can also select a different font and/or font size.

Bottom Message for Production Order
This is the small typeface message printed at the end of the Production Confirmation. This can be anything you want such as production instructions.

The following buttons are available:

- **[Restore Default Settings]** You can return to the 'default' Document format anytime by clicking this button.

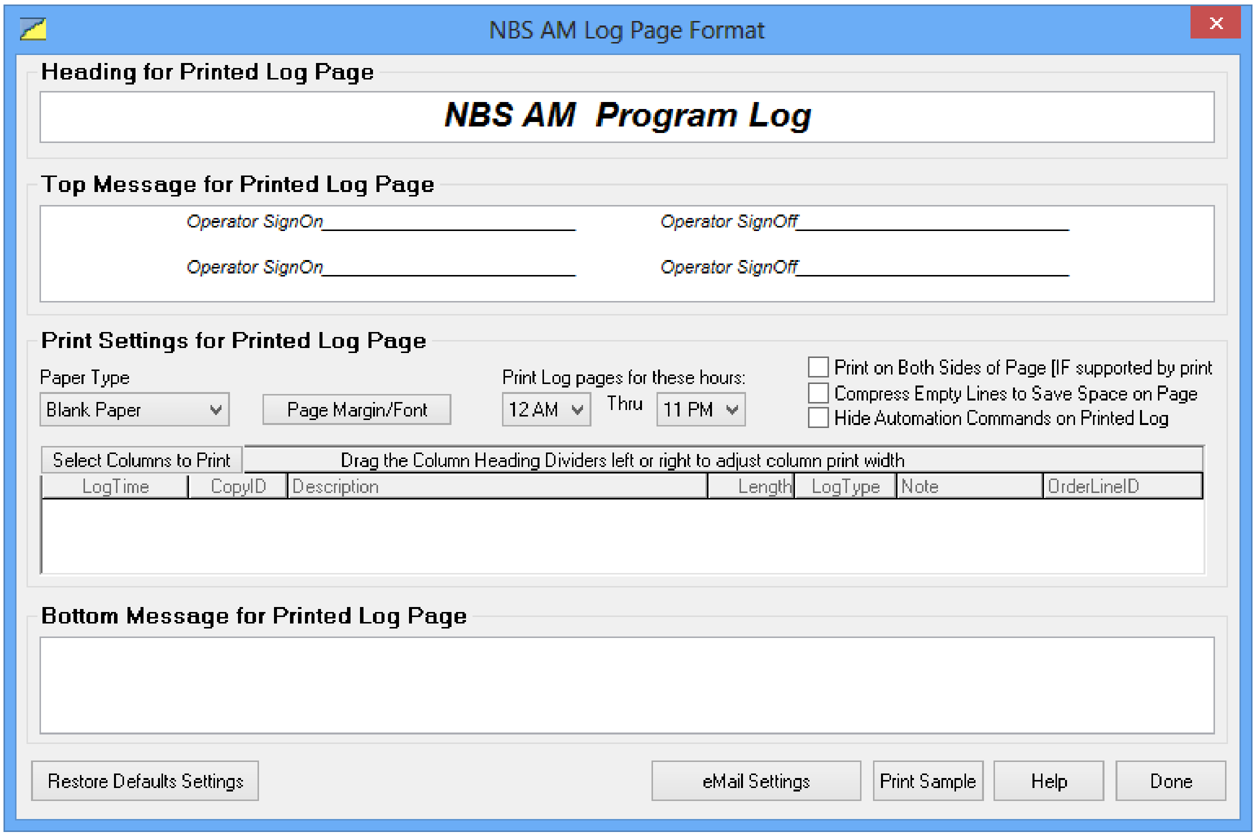
- **[eMail Settings]** If you use the NL e-mail capability to send Invoices by e-mail, you can set the text of the accompanying message as well as signal NL to automatically carbon copy e-mail to the Account Rep a copy of the Invoice.

- **[Print Sample]** Sends a sample Production Order to the printer.

Document Format - Log

This Document Format controls how your printed log looks. You need to set up one Log Document format for each station. (Multi-Station Document does not apply to logs.)

Natural Log's individual Station Documents are accessed from the main NL menu, click **[Setup] [Administrator Controls] [Station Settings / Document Formats]**.



Log Heading
This is the large typeface page heading to be printed on the Order Confirmation for the selected station.

Top Message for Log Page
This is the small typeface message printed at the top of each page. This can be anything you want such as operator sign-on / sign-off text. May be left blank.

Paper Type
You may print this document on the following paper types.

- **Blank Paper** This draws the entire document including form boxes and lines, return address, and if used, logo
- **Letterhead** This draws the entire document including form boxes and lines, but not the return address, and if used, logo.

- **PrePrinted Form** Prints only the document data and assumes all form boxes, lines, addresses, and logos are preprinted. Contact the NL developer for a sample form. These preprinted forms are not user-configurable and must match the NL format.

Log Columns to be Printed

Use the **[Select Columns]** button to select which columns you'd like printed on the log page. You can drag the column dividers left and right to set how wide each display column should be when the log page is printed.

Print on Both Sides of Page (if supported by printer)

This gives the option of selecting duplex printing as the default for this document. WARNING. This setting is available on each station but because the printing is usually done together [for all stations] if they change the duplex setting for one station it will affect all stations automatically.

Compress Empty Lines to Save Space on Page

This removes 'most' empty lines before the log page is printed.

Hide Automation Commands on Printed Log

This removes all automation commands (text lines beginning with **&**) and puts empty spaces in their place before the log is printed. This helps the aesthetics of the log for human users.

Print Log Pages for These Hours

You can select the hours for which a printed log is needed if less than all hours. See inserting page-breaks to force NL to print 1 hour per page.

Bottom Message for Log Page

This is the small typeface message printed at the bottom of each page. This can be anything you want such as operator sign-on / sign-off text. May be left blank.

The following buttons are available:

- **[Restore Default Settings]** You can return to the 'default' Document format anytime by clicking this button.

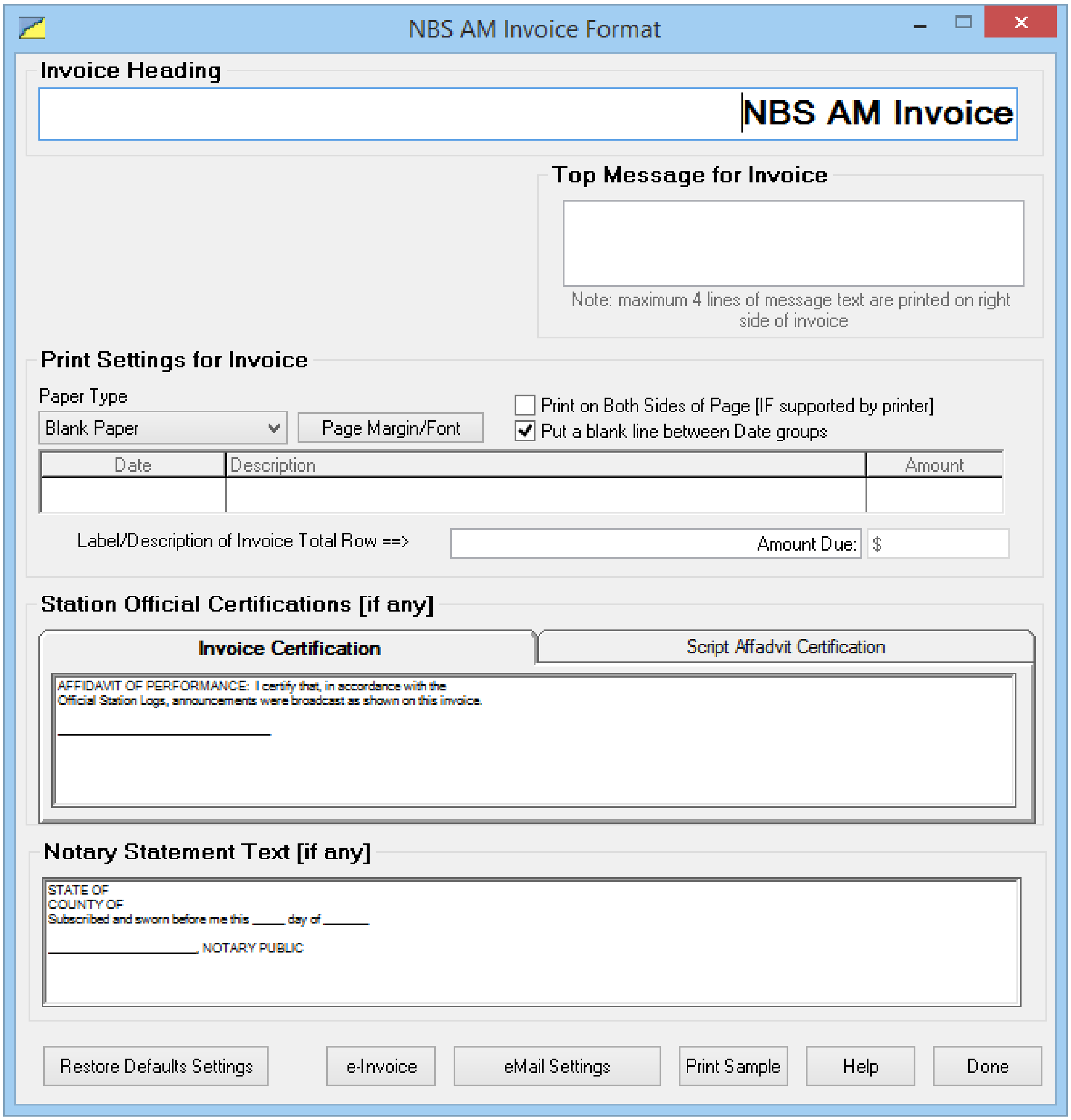
- **[eMail Settings]** If you use the NL e-mail capability to send Invoices by e-mail, you can set the text of the accompanying message as well as signal NL to automatically carbon copy e-mail to the Account Rep a copy of the Invoice.

- **[Print Sample]** Sends a sample Log Page to the printer.

Document Format - Invoice

This Document Format controls how your printed Invoice looks. You need to set up one Invoice Document format for each station. (Multi-Station Document does not apply to Invoices.)

Natural Log's individual Station Documents are accessed from the main NL menu, click **[Setup] [Administrator Controls] [Station Settings / Document Formats]**.



Invoice Heading

This is the large typeface page heading to be printed on the Invoice for the selected station.

Message for All Invoices
This is the small typeface message printed at the top of every Invoice. This can be anything you want such as payment terms, reminders, etc. or may be left blank.

Paper Type
You may print this document on the following paper types.

- **Blank Paper** This draws the entire document including form boxes and lines, return address, and if used, logo
- **Letterhead** This draws the entire document including form boxes and lines, but not the return address, and if used, logo.
- **PrePrinted Form** Prints only the document data and assumes all form boxes, lines, addresses, and logos are preprinted. Contact the NL developer for a sample form. These preprinted forms are not user-configurable and must match the NL format.

Page Margin/Font
If you desire you can change the page margins left/right and top/bottom used when printing this Document. You can also select a different font and/or font size.

Print on Both Sides of Page (if supported by printer)
This gives the option of selecting duplex printing as the default for this document. WARNING. This setting is available on each station but because the printing is usually done together [for all stations] if they change the duplex setting for one station it will affect all stations automatically.

Put a blank line between Date groups when printing Invoice
If checked, NL puts a blank space between each group of spots that run on the same day. It makes the Invoice more readable but takes up more paper.

Amount Due
You can change the "Amount Due" text shown to the left of the Invoice Total. This is useful for some non-commercial broadcasters that want to reference donations or pledges rather than amount due.

Station Official Certification Text
You can change the Station Official Certification text to anything that suits you. This is only printed on the Invoice when the order specifies an "Affidavit". You may insert a properly formatted image of signature by **[Right][Clicking]** inside the text box where you want the image to appear then select **[Insert Image]**. Note: Images of signatures may be prohibited by law in some locales.

Notary Statement Text
You can change the Notary Statement to reflect your state's requirements. This may also be left blank. This text (if any) is only printed on the Invoice when the order specifies a "Notarized Affidavit". You may insert a properly formatted image of a Notary Seal or signature by **[Right][Clicking]** inside the text box where you want the image to appear then select **[Insert Image]**. Note: Notarization of images of signatures may be prohibited by law in some locales.

Script Affidavit Certification
You can change the Script Affidavit Certification text to anything that suits you. This is only printed on the Script Affidavit when the order specifies “Print Co-Op Script Affidavit". You may insert a properly formatted image of signature by **[Right][Clicking]** inside the text box where you want the image to appear then select **[Insert Image]**. Note: Images of signatures may be prohibited by law in some locales.

- **[Restore Default Settings]** You can return to the 'default' Document format anytime by clicking this button.

- **[e-mail Settings]** If you use the NL e-mail capability to send Invoices by e-mail, you can set the text of the accompanying message as well as signal NL to automatically carbon copy e-mail to the Account Rep a copy of the Invoice.

- **[e-Invoice]** On the invoice format in the **[Setup] [Administrator Controls] [Station Settings / Document Formats]** section, if you use the an electronic invoice clearinghouse, you must click the **[e-Invoice]** button to enter certain station-specific information such as the 4-letter call sign used for the clearinghouse to identify your station, the band [AM or FM], and the media type [Radio, TV, or Local Cable].

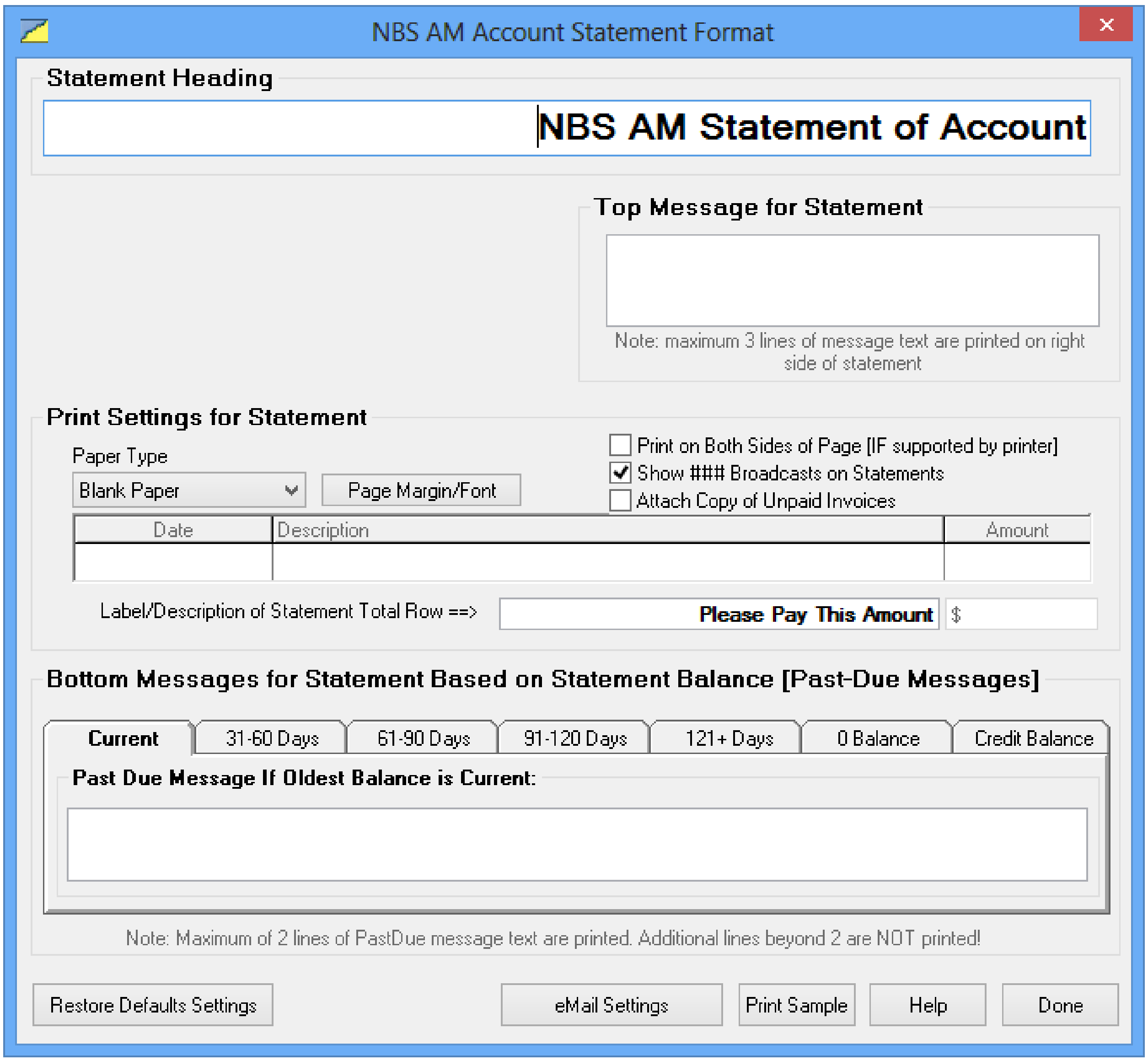
- **[Print Sample]** Sends a sample Invoice to the printer.

Document Format - Account Statement

Natural Log allows you to set up Document formats for each NL station as well as a Multi-Station format for situations in which more than one station appears on a Document (such as a multi-station order). If you are running only one station you do not need the Multi-Station Documents. If you are running more than 1 station you must set up a Document format for each station plus the Multi-Station Document format.

Single Station Natural Log's individual Station Documents are accessed from the main NL menu, click **[Setup] [Administrator Controls] [Station Settings / Document Formats]**.

Multi-Station Natural Log's Multi-Station Documents are accessed from the main NL menu, click **[Setup] [Administrator Controls] [Multi-Station Document Formats]**.



Statement Heading

This is the large typeface page heading to be printed on the statement for the selected station.

Message for All Statements

This is the small typeface message printed at the top of every Account Statement. This can be anything you want such as payment terms, reminders, etc. or may be left blank.

Paper Type

You may print this document on the following paper types.

- **Blank Paper** This draws the entire document including form boxes and lines, return address, and if used, logo

- **Letterhead** This draws the entire document including form boxes and lines, but not the return address, and if used, logo.

- **PrePrinted Form** Prints only the document data and assumes all form boxes, lines, addresses, and logos are preprinted. Contact the NL developer for a sample form. These preprinted forms are not user-configurable and must match the NL format.

Page Margin/Font

If you desire you can change the page margins left/right and top/bottom used when printing this Document.
You can also select a different font and/or font size.

Print on Both Sides of Page (if supported by printer)

This gives the option of selecting duplex printing as the default for this document. WARNING. This setting is available on each station but because the printing is usually done together [for all stations] if they change the duplex setting for one station it will affect all stations automatically.

Show ### of Broadcasts on Statement

If checked, NL puts a line showing the number of broadcasts as a description on the Statement. This adds an extra line to each entry but also creates a more readable Statement and is particularly useful for station that do not send Invoice and only send Statements.

Attach Copy of Unpaid Invoices

If checked, NL will include a copy of any unpaid invoices when the statements are generated. This is the DEFAULT setting, and sets the default value only for individually printed statements.
If you are batch printing statements, NL will use whatever you have selected in the Statement Generator to determine if unpaid invoices will be attached or not. If you want thie statement batch generator to default to 'attach unpaid invoices', you can select this checkbox and then memorize the statement settings.

Please Pay This Amount

You can change the "Please Pay This Amount" text shown to the left of the Statement Total. This is useful for some non-commercial broadcasters that want to reference donations or pledges rather than amount due.

Past Due Messages

These text lines may be left blank if not used. If they are used, the appropriate text is printed at the bottom of each Statement depending on the maximum age of the unpaid balance on that Statement.

The following buttons are available:

- **[Restore Default Settings]** You can return to the 'default' Document format anytime by clicking this button.

- **[e-mail Settings]** If you use the NL e-mail capability to send Invoices by e-mail, you can set the text of the accompanying message as well as signal NL to automatically carbon copy e-mail to the Account Rep a copy of the Statement.

- **[Print Sample]** Sends a sample Statement to the printer

Sending e-mail from Natural Log

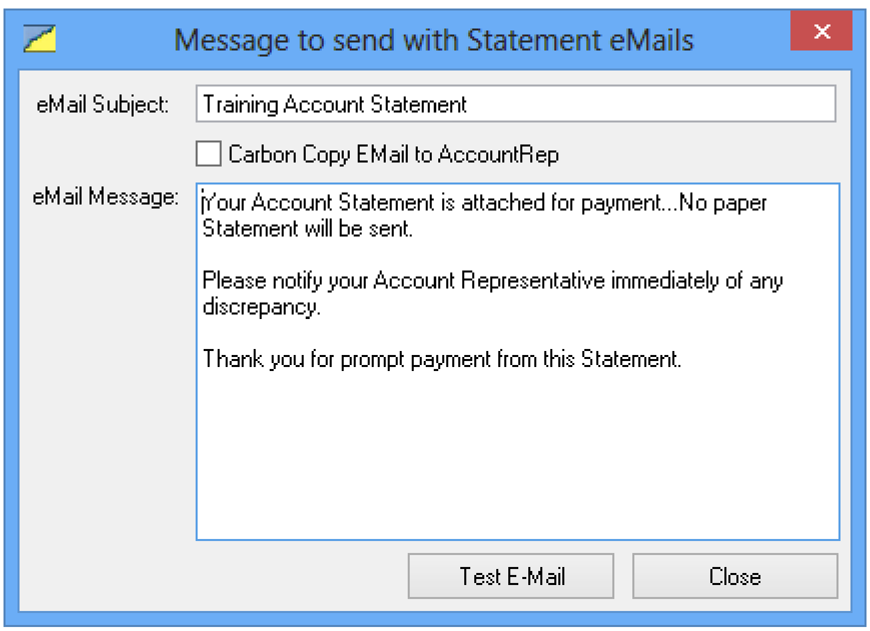
Natural Log allows you to e-mail documents from within the NL program only if you have a normal e-mail program on your NL computer (such as MS Outlook). There will be an e-mail button or menu choice on any screen supporting e-mail within NL. The NL e-mailer will make a PDF file of the selected document and attach it to an e-mail using your e-mail program.

You can set certain options for the e-mail for each Document for each NL station as well as for Multi-Station Documents for situations in which more than one station appears on a Document (such as a multi-station order).

Single Station Natural Log's individual Station Documents are accessed from the main NL menu, click **[Setup] [Administrator Controls] [Station Settings / Document Formats]**.

Multi-Station Natural Log's Multi-Station Documents are accessed from the main NL menu, click **[Setup] [Administrator Controls] [Multi-Station Document Formats]**.

Then click on the type of Document. With that Document open, click **[e-mail Settings]**



e-mail Subject

This is the text to be included as the "subject" of the e-mail when this type document is sent.

e-mail Message

This is the text to be included as the "body" of the e-mail when this type document is sent.

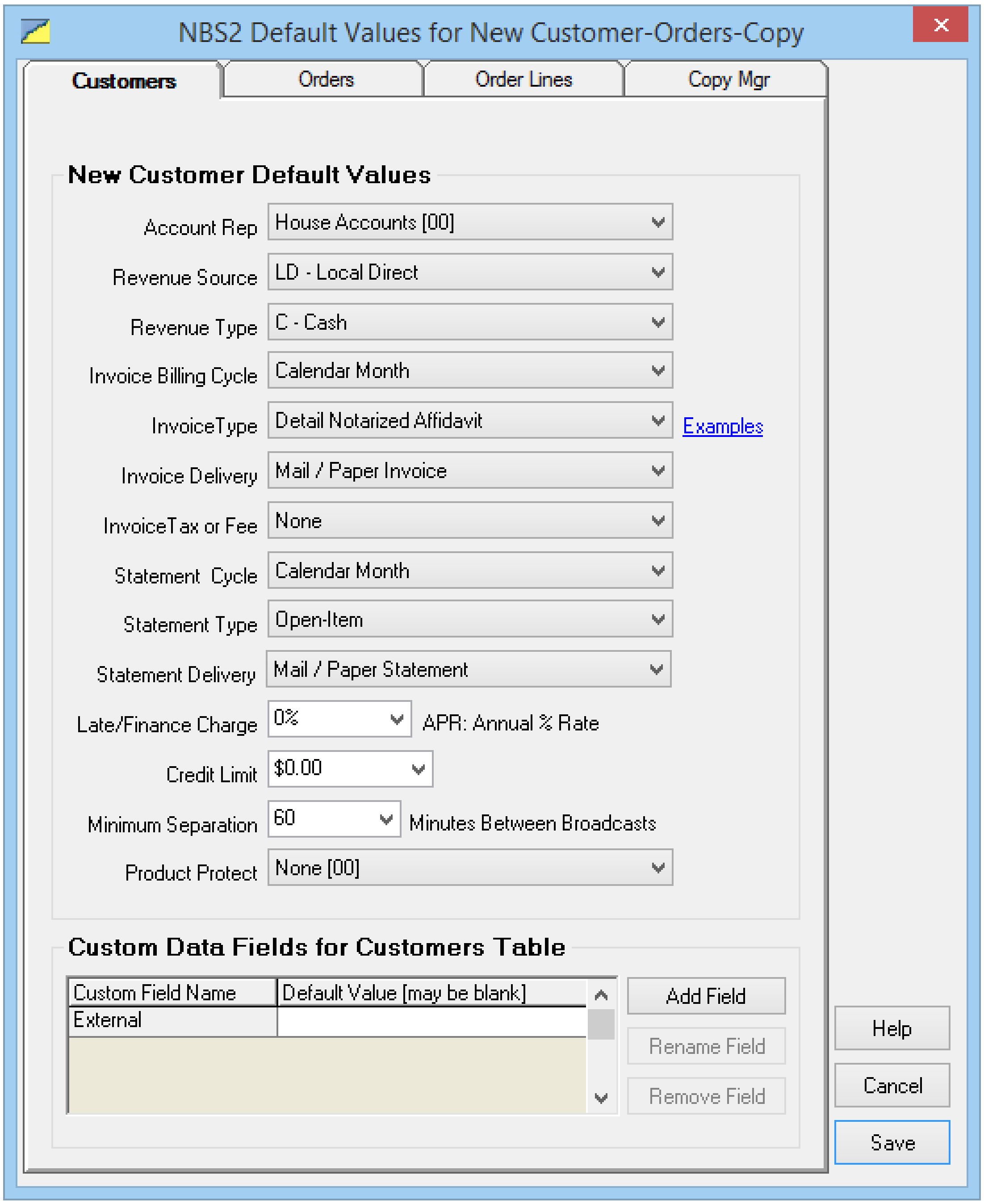
Carbon Copy e-mail to Account Rep

If checked (and if you have entered an e-mail address for the Account Rep), the Account Rep will be carbon copied with a copy of the Document by e-mail. The following button is available:

- **[Test e-mail]** This attempts to open your e-mail program and send a test e-mail

Default Data Values & Custom Data Fields

Natural Log allows you set the initial default values for new Customer Accounts, Broadcast Orders, Order Lines, and Copy Manager. To access and set the default values, from the main NL menu, click **[Setup] [Administrator Controls] [Default Data Values / Custom Data Fields]**. From this screen you can also create custom data fields to hold text data values that are not predefined in Natural Log.

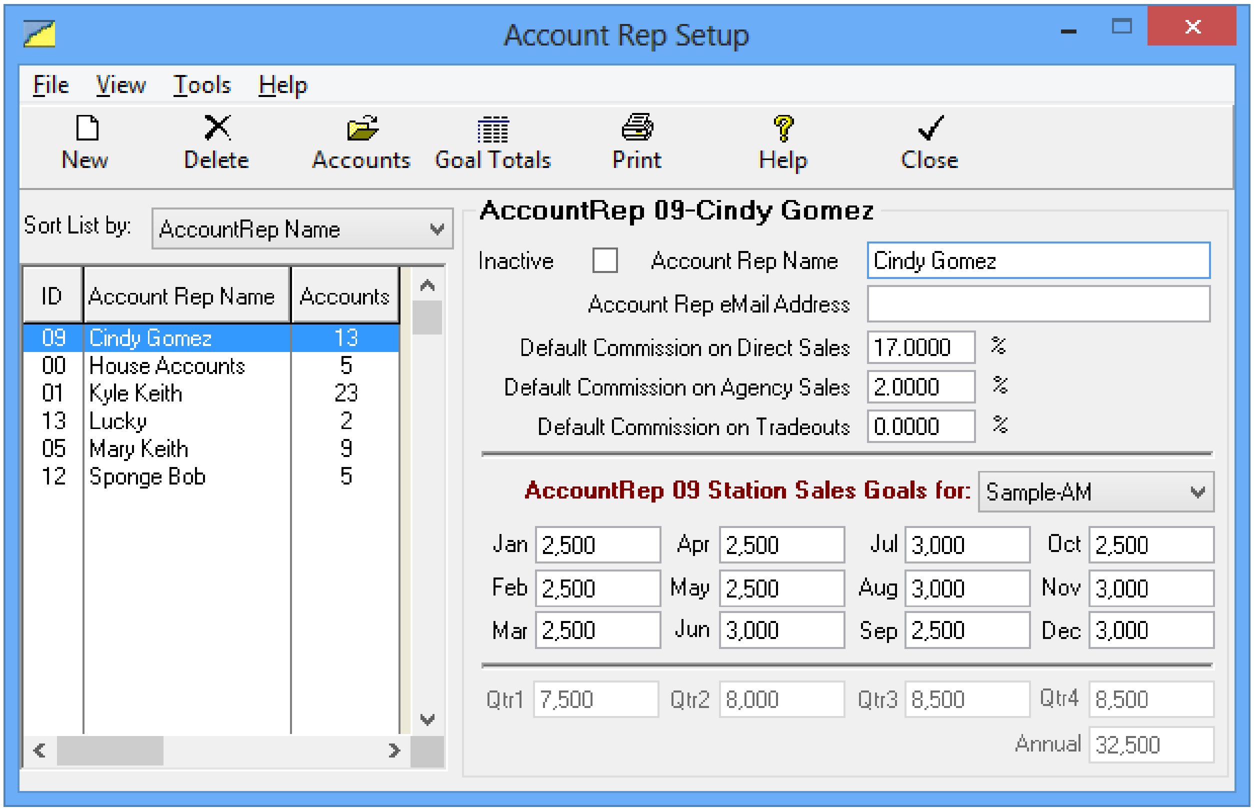


For details of each entry value see the following items:

Customer Accounts
Broadcast Orders
Order Lines
Copy Manager

Account Reps

Natural Log uses the term "Account Rep" to refer to 'Salesmen". This section allows you to enter and edit information on your Account Reps. To enter this section, from the Main Menu select **[Setup][Account Reps]**.



Commission on Direct Sales, Agency Sales, and Trades

In the Account Reps setup section, these are **default** values for this Account Rep's sales commissions. Whenever a broadcast order is entered into one of this salesman's accounts, this is the % which will be entered for commission depending on whether the account is **direct, agency,** or a **trade**. The actual commission percentage can be changed on each order during order entry, so here you are only setting up the default value.

Monthly Sales Goals

In the Account Reps setup section, you can enter a monthly sales goal for each of the Account Reps for each station. This is used in reports to compare actual versus goals for each Account Rep and Station. The Station's sales goals are the sum of all the individual Account Rep sales goals for that station. You can show these sales goals on Sales Projection Reports.

Viewing Sales Goal Totals

In the Account Reps setup section, you can view Sales Goal Totals for the Station(s) and Account Reps by clicking **[View]** on the Account Rep Setup screen menu and selecting the summary totals you want to view.

Account Rep eMail Address

In the Account Reps setup section, you may enter an eMail address for each Account Rep. If an eMail address is entered, NL can send carbon copy eMails you send to the Account Reps customers (items such as order confirmations, invoices, etc.) Also see Sending eMail

Deleting Account Reps

Warning: You can't delete any Account Rep that has 1 or more transactions in the Natural Log system. These transactions may include Customer Account assignments, Orders, and any billing or collection items assigned to this Account Rep. This deletion prohibition maintains the referential database integrity and assures that all items are properly accounted for in the historical accounting records.

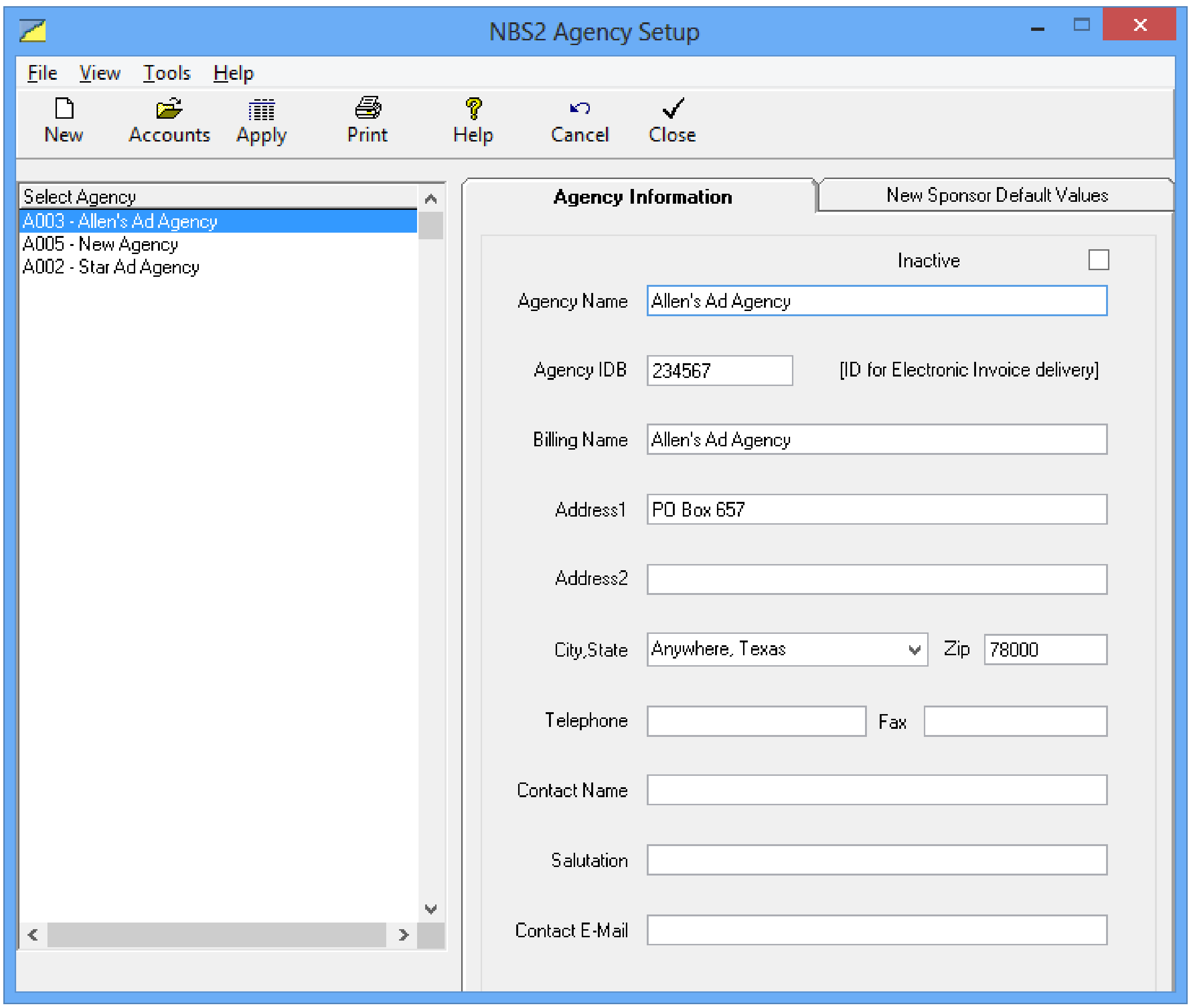
Solution: Instead of deleting a discontinued Account Rep, in **[SetUp] [Account Reps]**, check the **[Inactive]** box for the discontinued AccountRep after you have reassigned any customers, running orders, and any open Accounts Receivable items for that AccountRep. This will cause the inactive AccountRep to no longer show up on any menus.

Agency Setup

To create an agency item, from the Main Menu select **[Setup][Agencies]**. This section allows you to enter and edit information on advertising agencies you deal with. This is **optional** but is advantageous in the following instances.

1. If you enter many new customers [sponsors] that use the same agency, you can create an agency in the NL setup, then simply select that agency during entry of the new sponsor. NL will then auto-fill the data fields for the new customer including billing address, invoice type, billing cycle, etc.

2. If you use electronic invoicing through the Encoda / SpotData clearinghouse, each invoice must have specific agency information attached such as AgencyIDB. This agency setup is where that information is entered.



Apply ==> Accounts

If you make changes in these agency data records, the changes will become the default values for any future customers entered for this agency. The values do not automatically apply to customer accounts existing before the data changes. If you make a change and want to apply the new agency values to all existing accounts assigned to the agency, click the **[Apply->Accounts]** button. Use this with care as there is no "mass-undo" if you apply something incorrectly.

Agency Data Fields

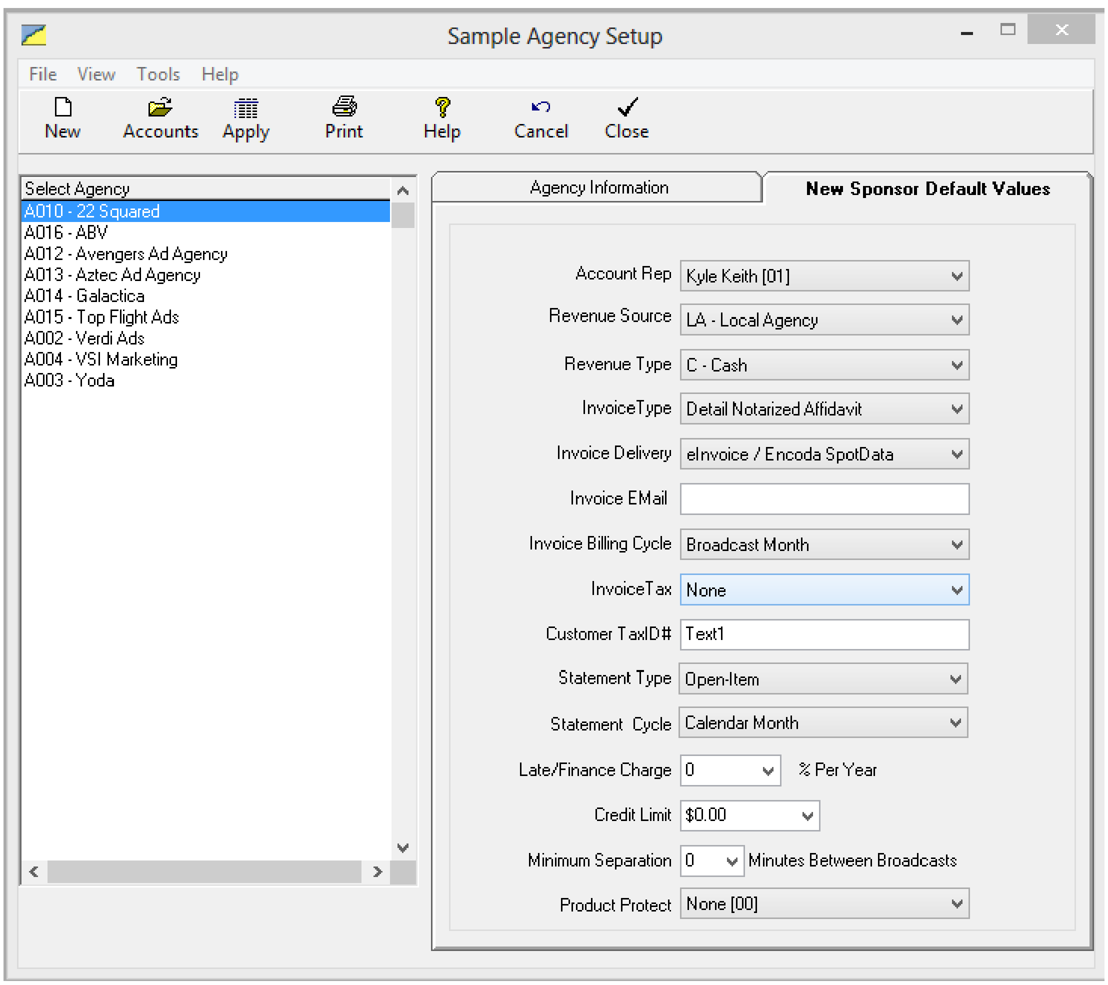
Except for Agency name and AgencyIDB, the data required to set up an agency is mostly the same as the data used during customer entry. See 3.02 for a complete description of these data entry values.

Agency IDB

This is a unique number that identifies the agency in your electronic invoice clearinghouse and should be provided by the agency or the clearinghouse.

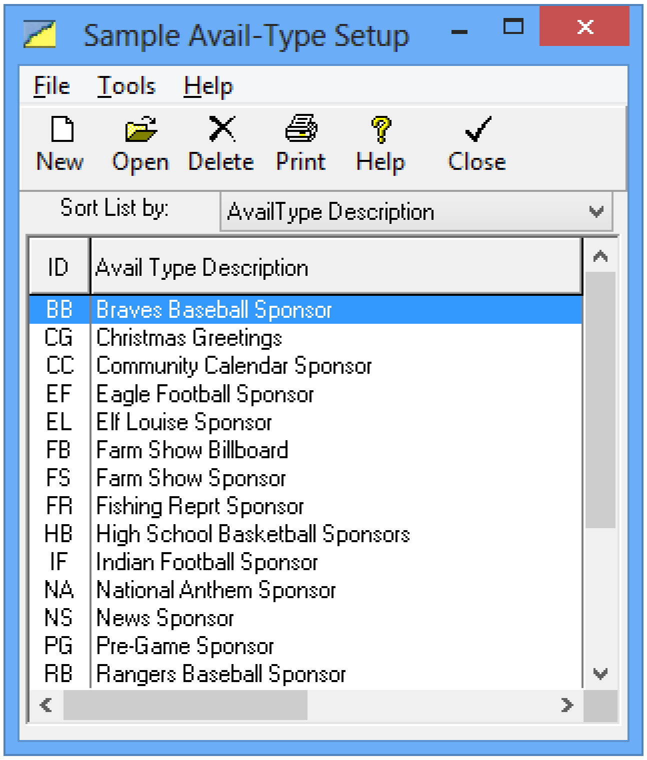
Agency Default Values

Natural Log allows you set the initial default values for new Agency Accounts. The information from this screen will default onto the Customer Data Screen when an Agency is selected for a sponsor account.



Avail-Types

To enter or edit an Avail Type, from the Main Menu select **[Setup][Avail Types]**.



Using Avail-Types

Avail-Types allow you to reserve certain avail slots in your log formats for specific sponsor or spot types. Then during Order entry you can enter the Avail-Type on the schedule entry line. This will force that spot to be logged into an avail slot with the specified Avail-Type. When building the Log Formats or entering Orders, the Avail Type is always left blank for normal "non-restricted" avail slots.

Avail-Type Example

Suppose you want to reserve particular avail slots in your Log Templates [skeleton logs] for Weather Sponsors and you decide to assign WS as the Avail Type for weather sponsorship avails.

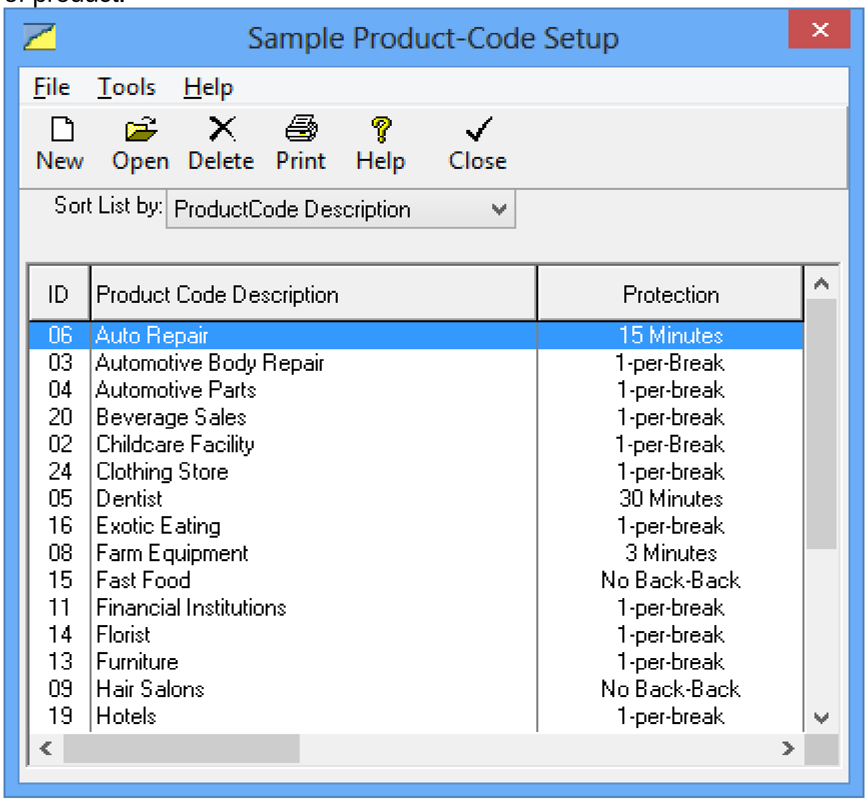
- In the Log Templates you would enter WS in the **TYPE** column.
- In the [Traffic][Orders] section you'd also enter WS in the **AVAIL-TYPE** column.

This will force all schedule lines on which you have placed the WS Avail-Type to be logged only into avail slots on the Log Template with the matching WS Avail-Type.

See Also
Log Templates
Order Line Entry

Product Codes

To enter or edit a Product Code, from the Main Menu select **[Setup][Product Codes]**. This section allows you to enter meaningful names for your Product Codes and set the required protection for spots that advertise each type of product.



Using Product Codes

These allow you to protect similar products from appearing together on the log. Then during order entry you put 1 or 2 Product Codes on the Order. Natural Log will then provide the required protection between all Orders that have been assigned the same Product Code. This prevents 2 car dealers from running too close together. If you enter Product Codes for network spots (this is optional), NL will protect your local spots from competing network spots.

Note: Product code separation only applies to spots from different customers. To separate spots from the same customer see Customer Spot Separation or Order Spot Separation.

Product Code Protections

You can specify which type of protection these product codes need. When generating the LOGS, the computer will not schedule spots with the same Product Codes together. You can select the type of protection for each product code from the following:

1-per-Break 1 item with this Product Code may play within a commercial break.

No Back-Back 2 items with this Product Code may NOT play Back-to-Back.

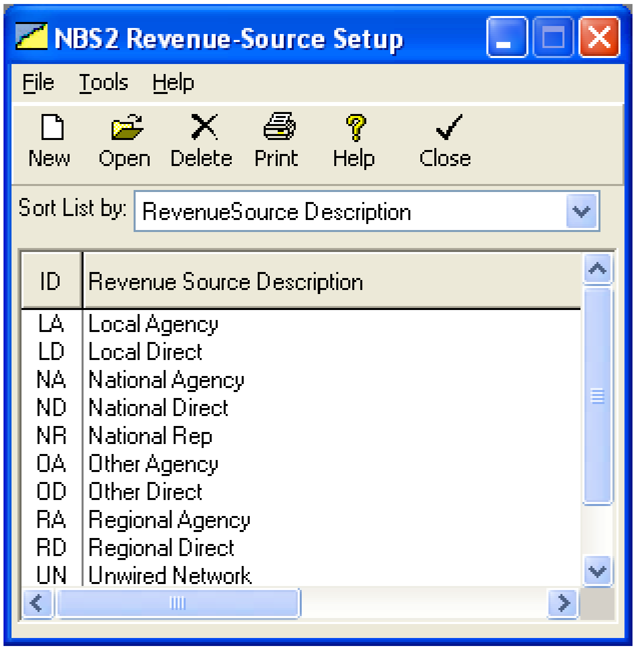
Minutes Protect this Product Code for a number of minutes.

Also see
Customer product codes

Broadcast Order product codes

Revenue Sources

To enter or edit a Revenue Source, from the Main Menu select **[Setup][Revenue Sources]**.

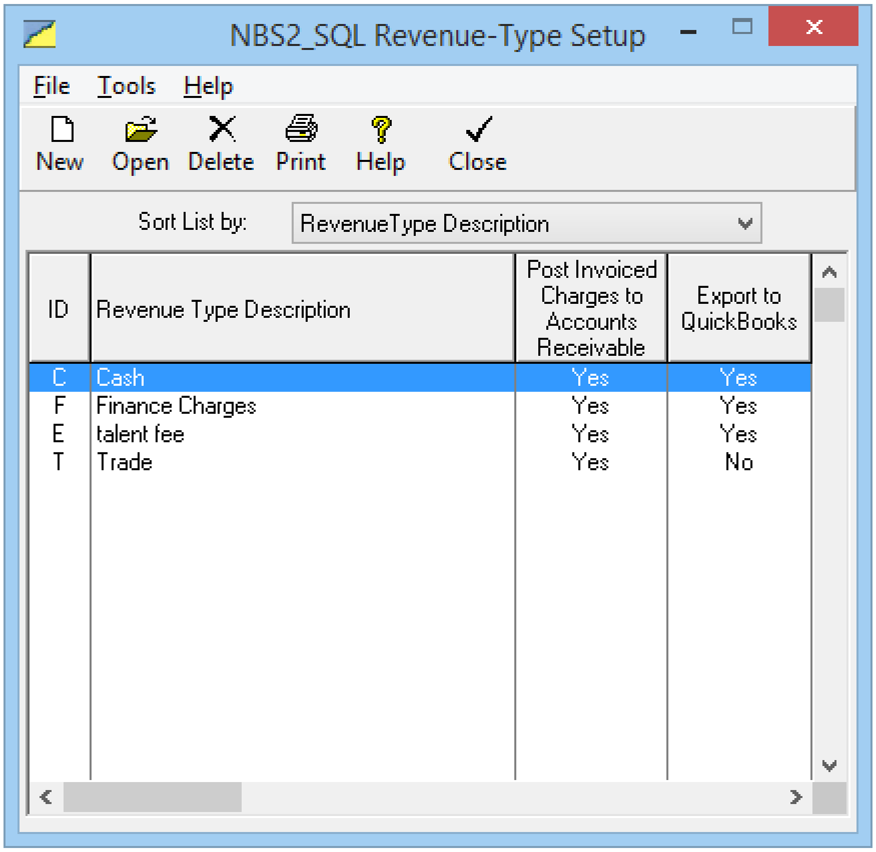


Using Revenue Sources

Revenue Sources is just another way "break out" certain sales into separate sales reports. When you enter a customer you will assign that customer to a Revenue Source. All Natural Log reports allow you to specify which Revenue Sources to include in the report. These revenue Sources are most often used to designate National Agency, Local Agency, Local Direct, etc. Several are preset in NL and may not be modified but you can create any additional 2-letter code you desire. The preset Revenue Source are shown above.

Revenue Types

To enter or edit a Revenue Type, from the Main Menu select **[Setup][Revenue Types]**.



Using Revenue Types
Revenue Types allow you to "break out" certain sales into separate sales reports. When you enter an Order, you will assign that Order to a Revenue Type. All Natural Log reports allow you to specify which Revenue Types to include in the report. These revenue types are most often used to designate orders as Cash, Trade, etc. Natural Log has 3 default Revenue Types that are sufficient for most users.

C = Cash **T =** Trade **F =** Finance Charge

The Descriptions for these 3 default Revenue Types may NOT be changed. You may use any other letters of the alphabet to create special Revenue Types (such as Political, etc.) for which you might want to generate a separate sales report. <u>Do not create separate Revenue Types for National, Local, or Regional sales or for each Account Rep because these subgroups are already handled by the Report Generator</u>.

Post Invoiced Charges to Accounts Receivable
This allows you to tell NL whether invoices created for broadcast orders with this Revenue Type should be posted to the Accounts Receivable to appear on customers' statements. You will <u>almost always</u> answer **<u>Y</u>es** except in very unusual circumstances. If you answer **No**, an invoice is issued but <u>no accounting charge</u> is made on the customer's account.

Some stations don't want trade or promo spots to show up as revenue or as charges on customers' accounts but they do want to be able to assign a value to the spots. This Revenue Type setting allows you to tell NL to create an invoice for an order assigned this Revenue Type, but not post a charge to the customer's account receivable. Set this to **No** for the Revenue Type and assign that Revenue Type to the broadcast order.

Note: Invoices marked **No** for Post2AR are automatically excluded from:

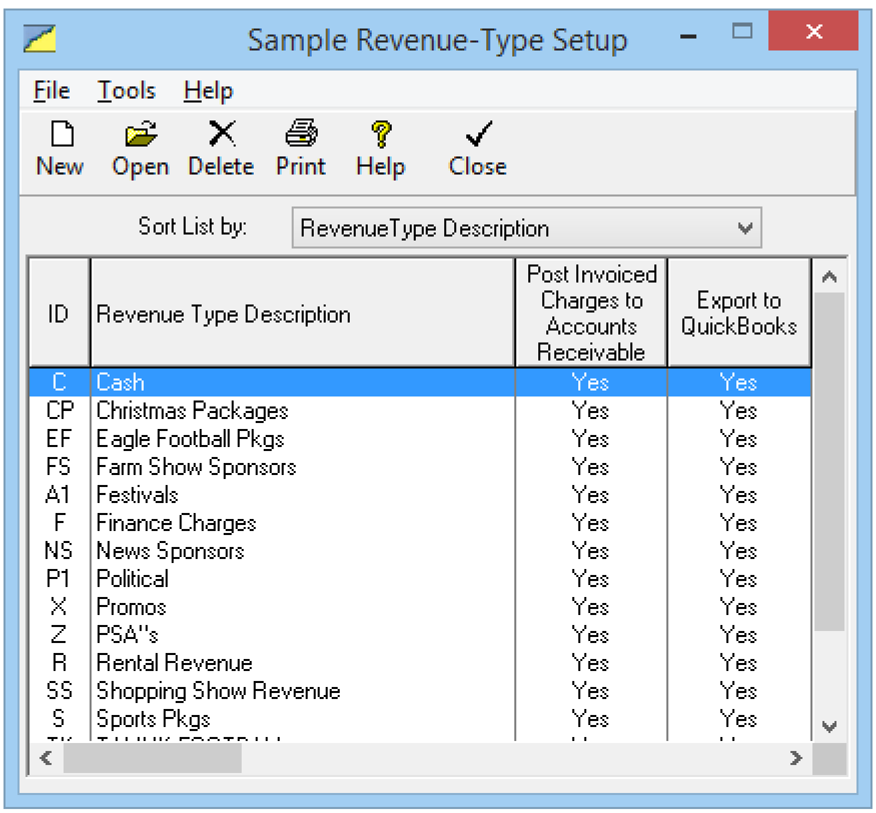
- **Customer account statements**
- **A/R Aging reports**
- **A/R Reconciliation reports**.

Note: Orders and Invoices marked **No** for Post2AR are not automatically excluded from all other reports unless that Revenue Type is excluded from the specific report format. This includes:

- **Transactions-Invoiced Sales reports**
- **Customer Billing History reports**
- **Order Rates reports**
- **Log reports**
- **Inventory reports**
- **Sales Projection reports**

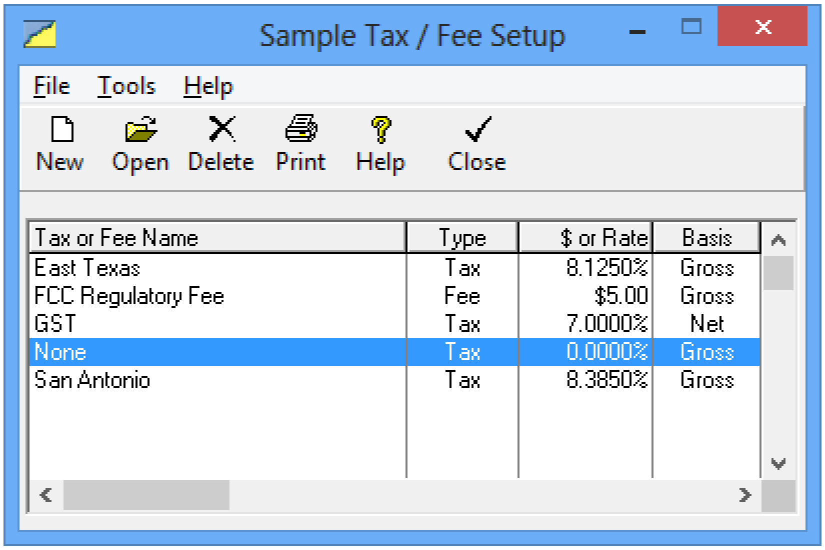
Export Revenue Types to Quickbooks

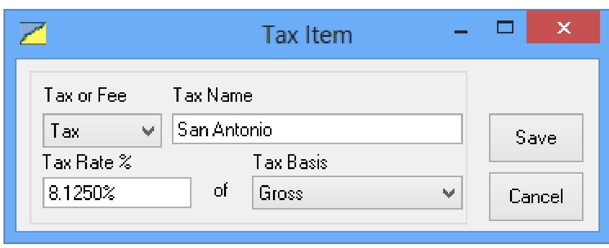
This allows you to tell NL whether invoices for the specified Revenue Type should be included when you select the Export to Quickbooks option [if used]. Exporting to Quickbooks is done via [Billing][Export to Quickbooks]. This option will create a Quickbooks IIF file for the selected invoices. Select **Yes** for Revenue types that you want exported to Quickbooks [if used], and **No** for revenue types that you do not want exported to Quickbooks. See Export to Quickbooks



Tax Rates

To enter or edit a Tax or Fee Item, from the Main Menu select **[Setup][Tax Rates]**. A **Tax** is usually a sales or VAT tax added as a % to the invoice. A **Fee** can be any type of flat amount imposed such as a regulatory fee.





Enter a **unique name** for this tax or fee item
Enter **percent tax** to be applied if it is a tax **Enter currency amount** if it is a fee.
If a tax, Indicate whether it is applied to the net, gross, or discounted-gross invoice amount.

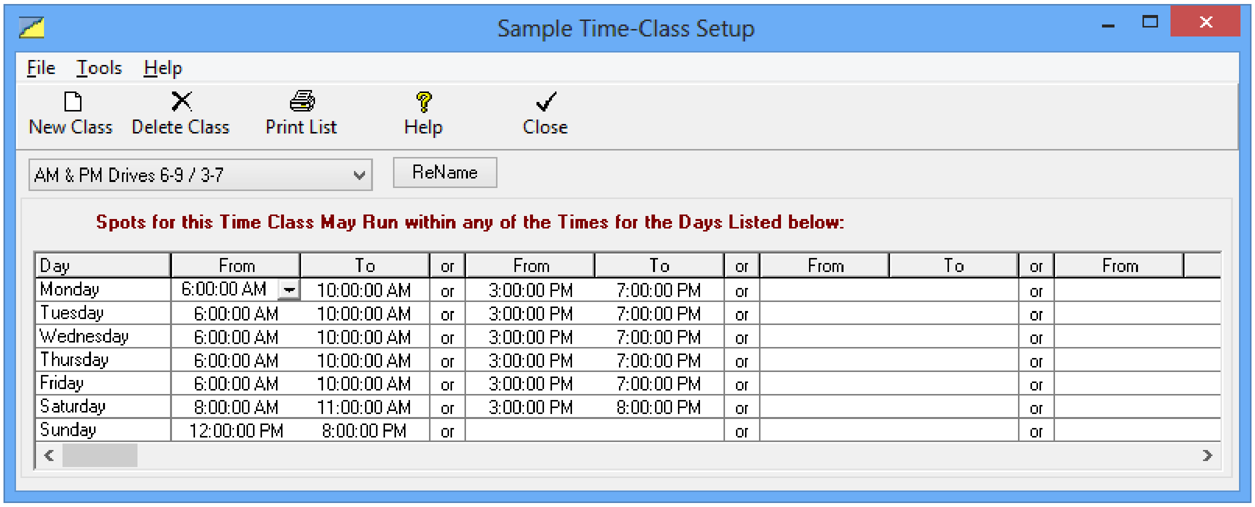
When entering Customers, each customer can be assigned one of the defined tax rates (or no tax rate if none is to be applied) as their default tax rate.

When entering Orders, the Tax Rate on the Order will default to the Customer's Tax Rate but may be changed during Order entry. This allows you to have taxable and untaxable orders on the same customer account.

See Tax Reports

Time Classes

To enter or edit a Time Class, from the Main Menu select **[Setup][Time Classes]**.



Using Time Classes

Use of these classes is **Optional** but is included for your optional use. These are only required when you want to run spots in non-contiguous times, for example drive times. Normal order entry requires you to provide a scheduling window like 6:00:00 AM to 10:00:00 AM for spots to run but what if the required time window is not contiguous? See the following example:

Non-Contiguous Schedule Window Example

You could create a time class D for Drive-Times which includes 06:00:00AM to 10:00:00AM and 3:00:00PM to 7:00:00PM. Then on your order you could specify D times and any spots on that order line would run in any hour 6-10A or 3-7P.

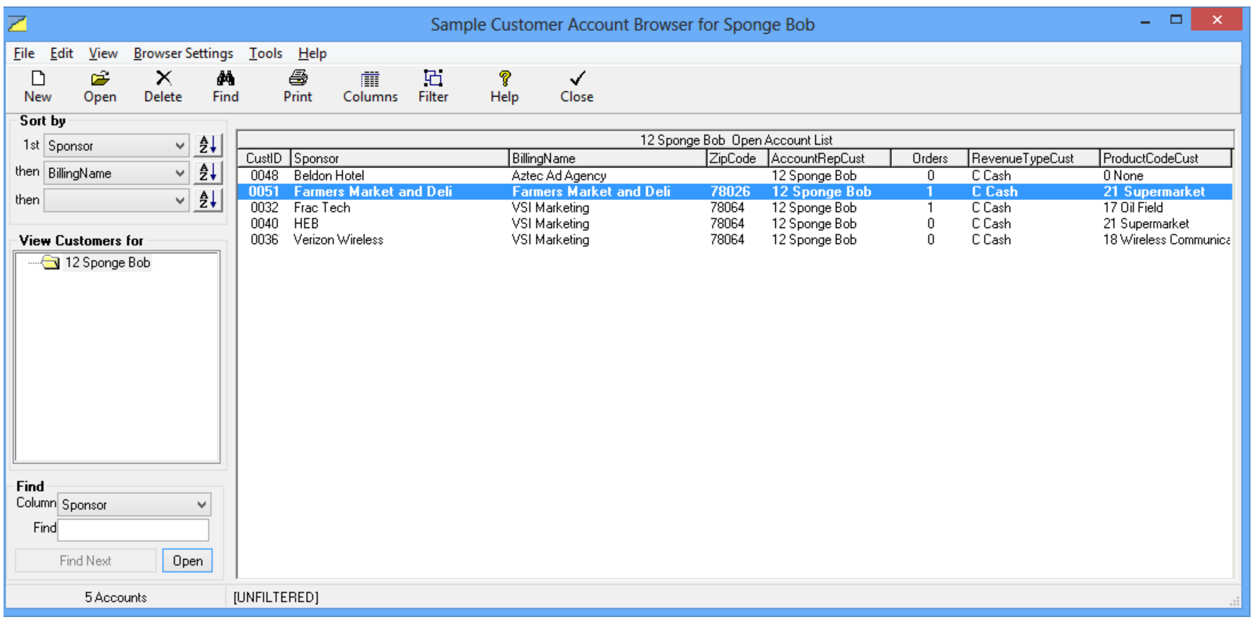
Use of these classes is **Optional** but is included for your optional use. These are only required when you want to run spots in non-contiguous times, for example drive times. Normal order entry requires you to provide a scheduling window like 6:00:00 AM to 10:00:00 AM for spots to run but what if the required time window is not contiguous? See the following example:

Entering Start and End Times for the Time Class

Start and End Times should be entered for each day of the week in your usual local time format. NL will assume any spots for a Time Class can run in ANY times listed in any column for that Time Class and that day of the week. Time Classes DO NOT guarantee a specific amount of spots in any particular daypart column, only that the spot will run in ONE of the dayparts columns for that day.

Customers Accounts

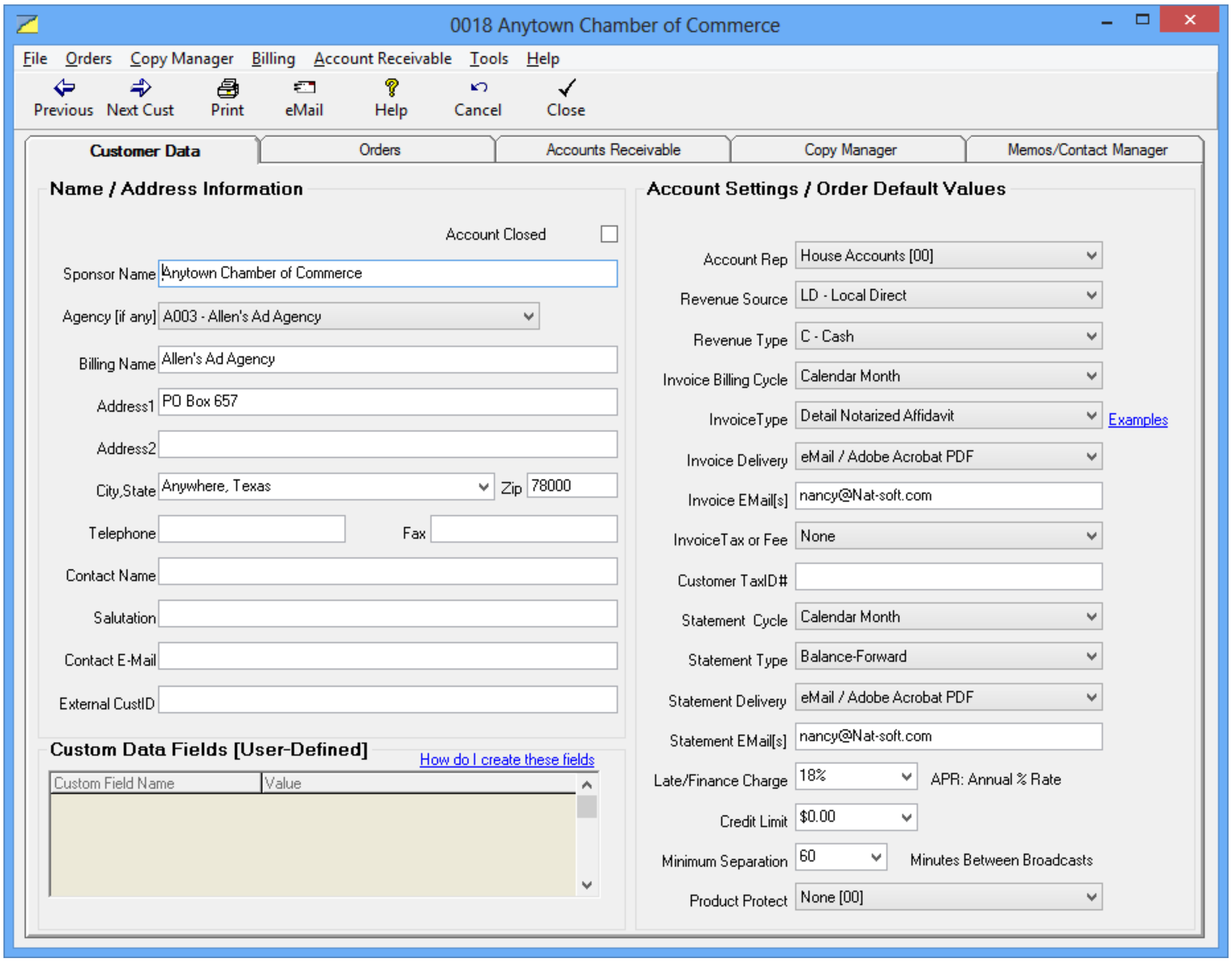
Customer Accounts are accessed through the NL main menu under the **[Traffic][Customer Browser]** or **[AcctsRec][Customer Browser]** menu. The accounts are displayed on a browser screen that can be configured, sorted, and filtered as desired. See Browsers.



To create a new customer account, click the **[New]** button. To open an existing customer account, click the **[Open]** button or double click the customer listing. When the Customer Account opens, you will see the following tabs:

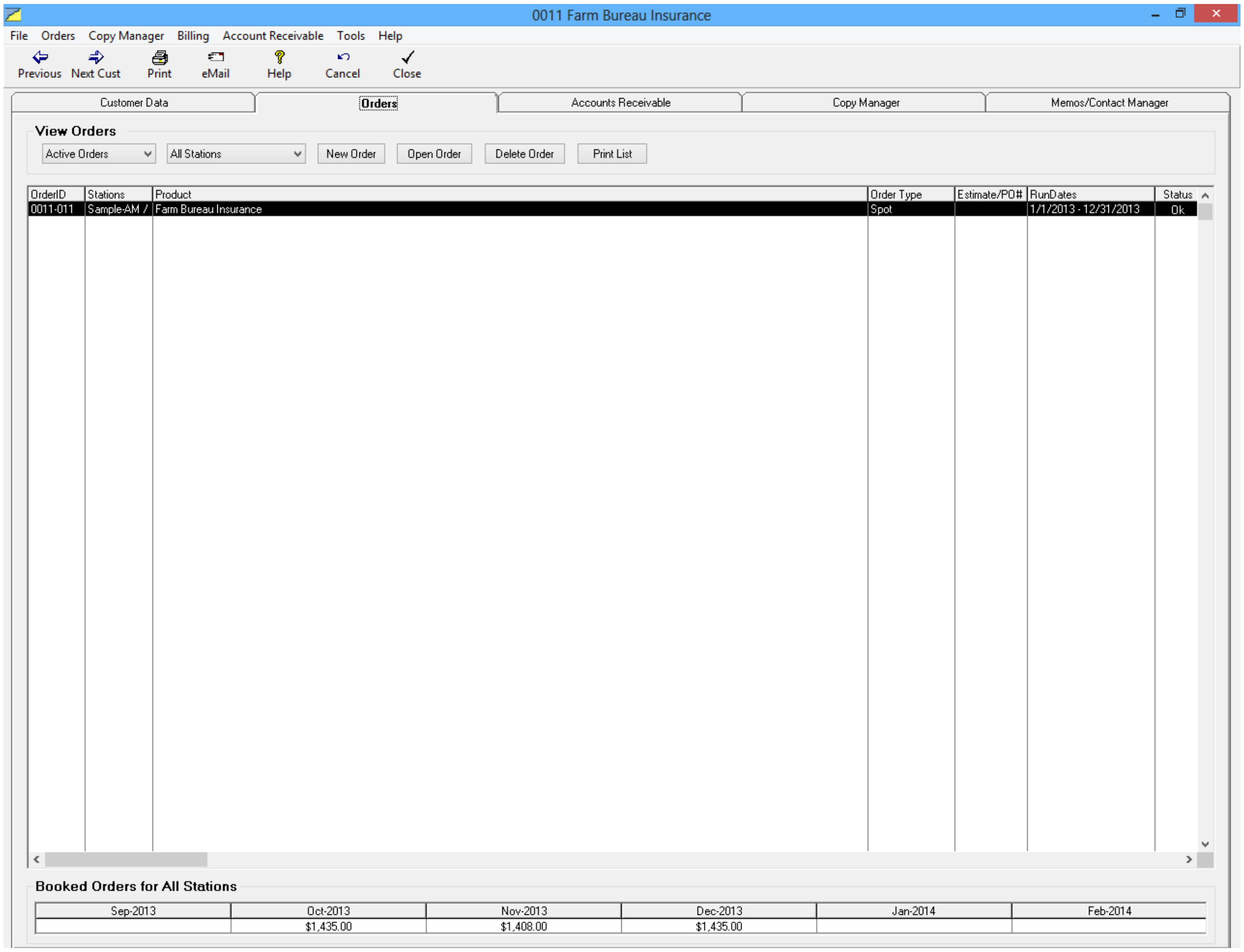
Customer Data tab

On the Customer entry screen, this is where you enter customer information such as name, address, etc. See Customer data entry for a description of the customer account data fields.



Orders tab

On the Customer entry screen, this tab lists the Broadcast Orders for the displayed customer. Using dropdown boxes you can select **Active Orders**, **Expired Orders**, or **All Orders** for any or all stations. You can right-click in the order list to use the Orders menu. See Broadcast Orders

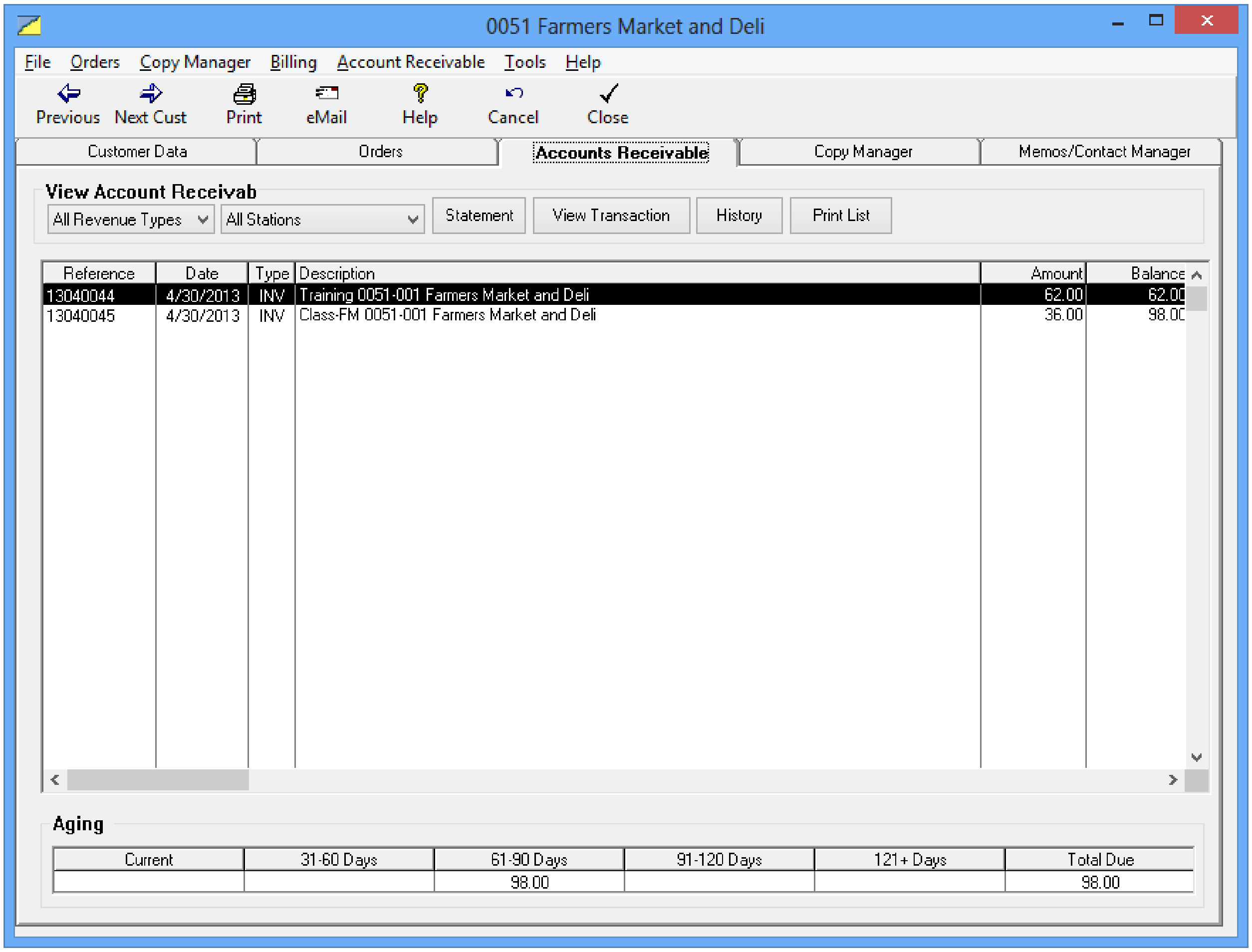


- You can use the **[New]** button to create a new order on this account
- You can use the **[Open]** button (or double-click the item) to view/edit the highlighted order.
- You can use the **[Delete]** button to delete an Order only if nothing has run from the Order. If 1 or more items has already been logged from the order, just change the end date to stop it from running anymore.

Note: If the logged-on user's Traffic permission setting is **Deny**, the Orders tab will not be visible.

Accounts Receivable tab

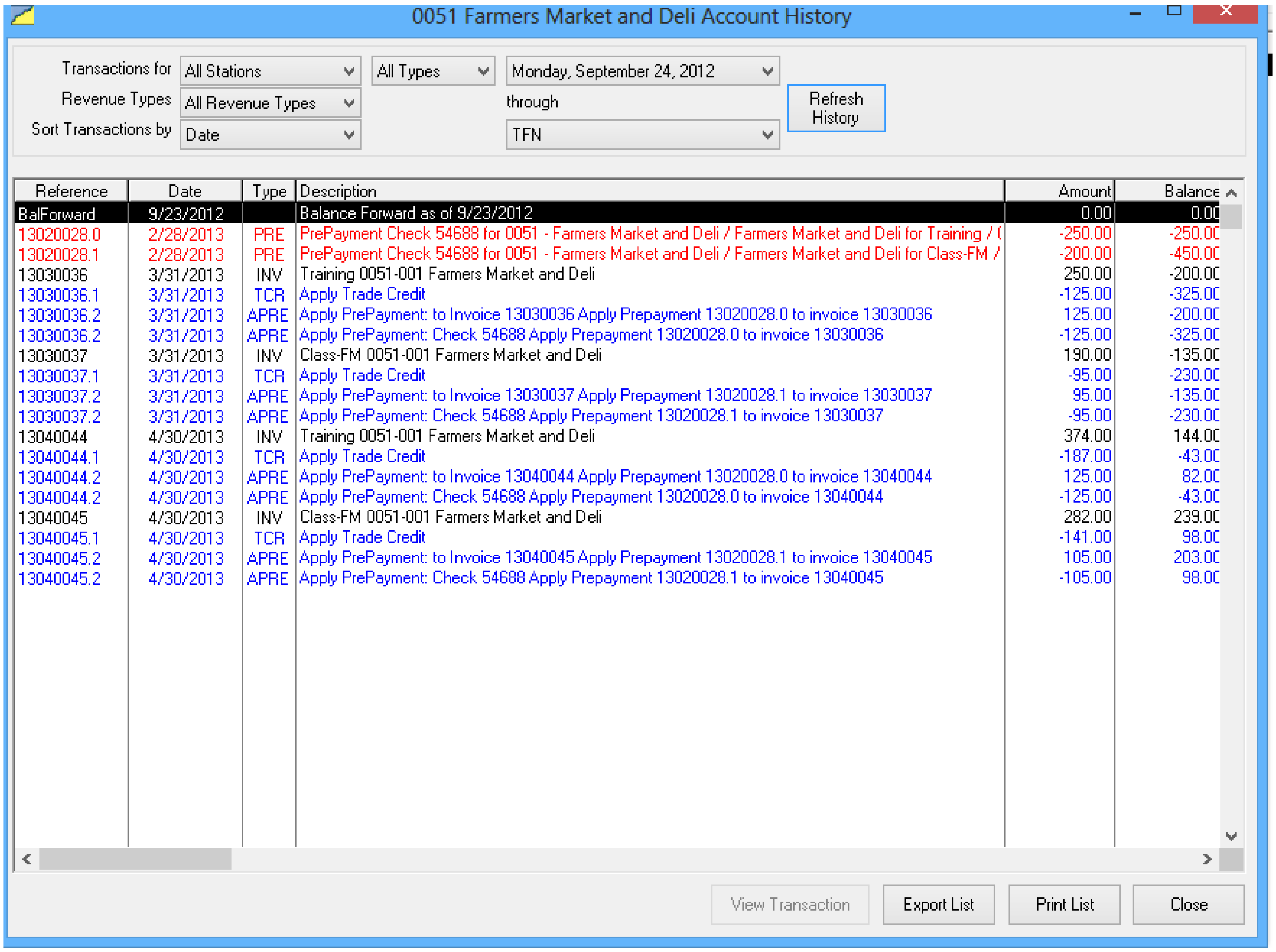
On the Customer entry screen, this tab lists the unpaid A/R items for the displayed customer. Using dropdown boxes you can select Revenue Type items to be displayed and station items to be displayed. You can right-click in the Accounts-Receivable list to use the Accounts-Receivable menu. See Accounts Receivable



- You can use the **[Statement]** button to view/print the current account statement for this customer.
- You can use the **[View Transaction]** button (or double-click the item) to view/print the highlighted transaction.
- You can use the **[History]** button to view/print a history of the A/R transactions on the account. See customer history.

Customer History

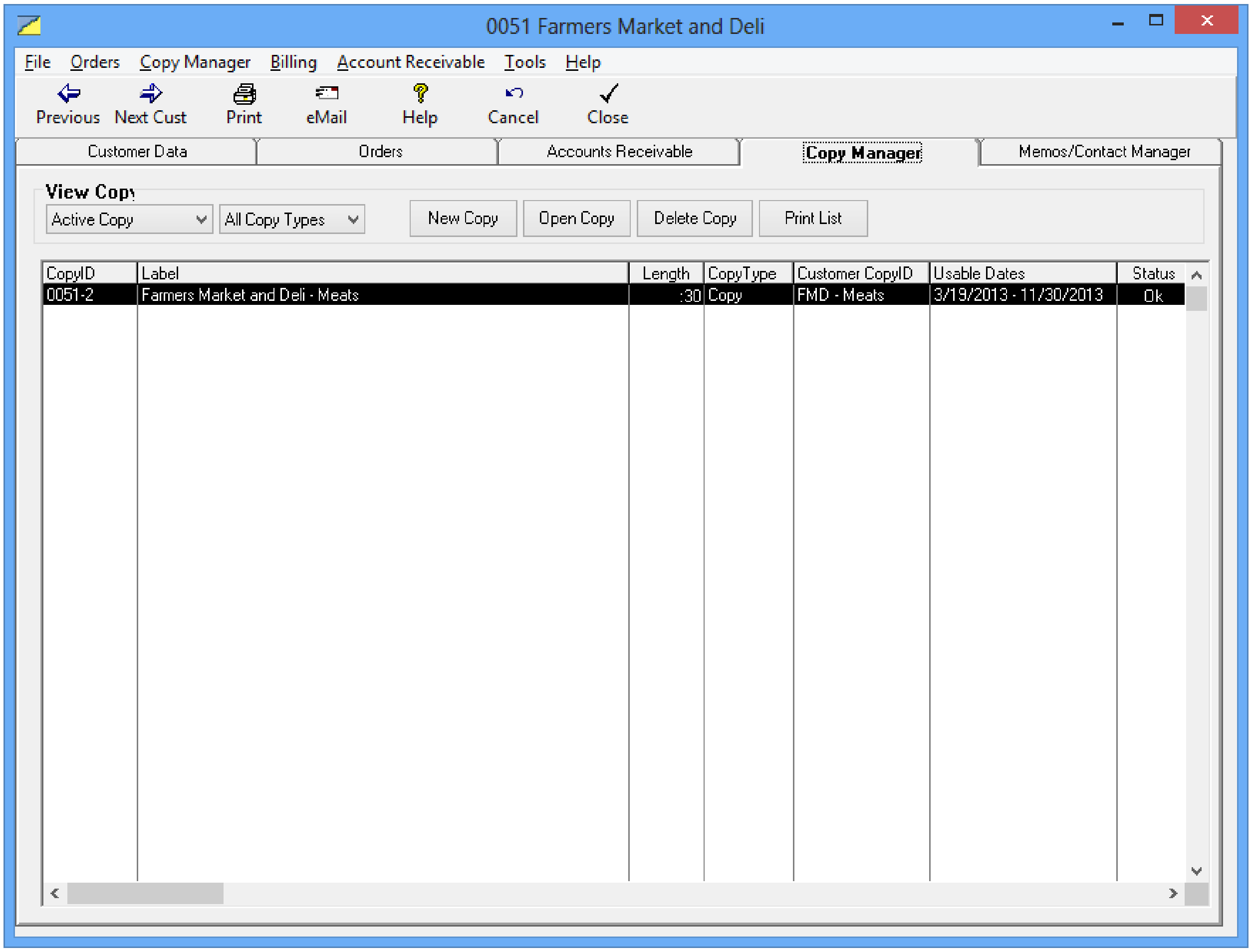
The History button shown under the Accounts Receivable Tab allows you to view the customer's accounts receivable history. Payments are displayed in red, Invoices are displayed in black and Adjustments are shown in blue. You are allowed to print out this list or export the list as a text file or csv file into a spreadsheet.



Note: If the logged-on [user's Accounts Receivable permission setting] is **Deny**, the Accounts Receivable tab will not be visible.

Copy Manager tab

On the Customer entry screen, this tab lists the Copy items in NL for the displayed customer. Using dropdown boxes you can select **Active Copy, Expired Copy,** or **All Copy**. You can right-click in the Copy Manager list to use the Copy Manager menu. See Copy Manager.

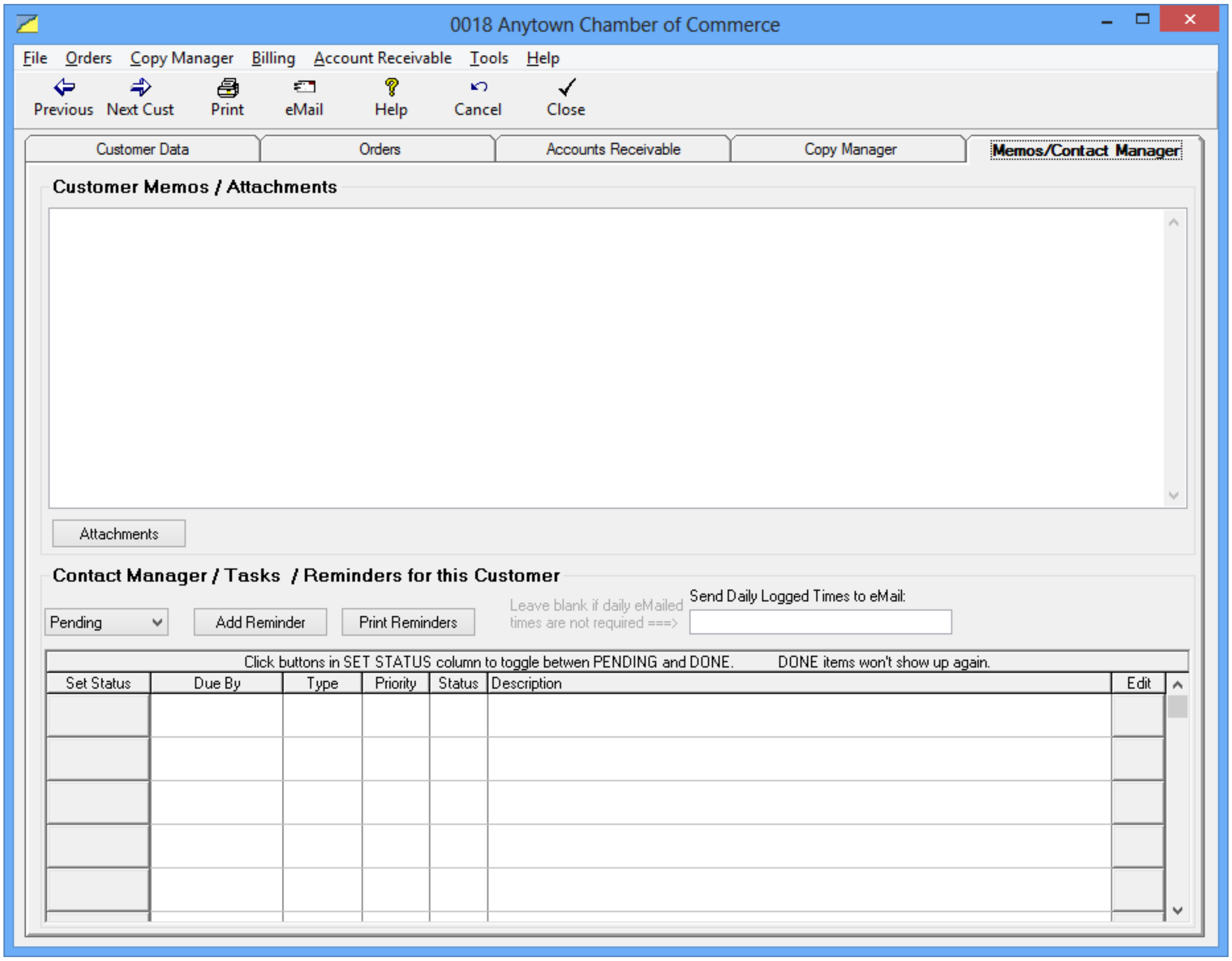


- You can use the **[New]** button to create a new piece of Copy on this account
- You can use the **[Open]** button (or double-click the item) to view/edit the highlighted Copy item.
- You can use the **[Delete]** button to delete a piece of copy.

Note: If the logged-on user's Copy Manager permission setting is **Deny**, the Copy Manager tab will not be visible.

Customer Memo tab

On the Customer entry screen, this tab allows you to enter memo items for this customer. Additionally, you can enter dated reminders using the **[Contact Manager / Account Date Reminders]** button. See Reminders



Send E-mail

On the Customer entry screen, the **[Tools][Send e-mail]** menu allows you to send a e-mail to this customer's **Contact e-mail Address** from within NL [provided you have an e-mail program on the NL computer)

Print Envelope / Mailing Label

On the Customer entry screen, the **[Tools][Print Envelope / Mail Label]** menu allows you to print these items for the displayed customer account.

Customer Reminders

You can view the date specific Reminders for the displayed customer using the **[Tools][Reminders]** menu choice on the customer entry screen. See Reminders

Activity Log

You can view the log of all changes to the displayed customer account using the **[Tools][Activity Log]** menu choice on the Customer entry screen. See [Activity Log](#)

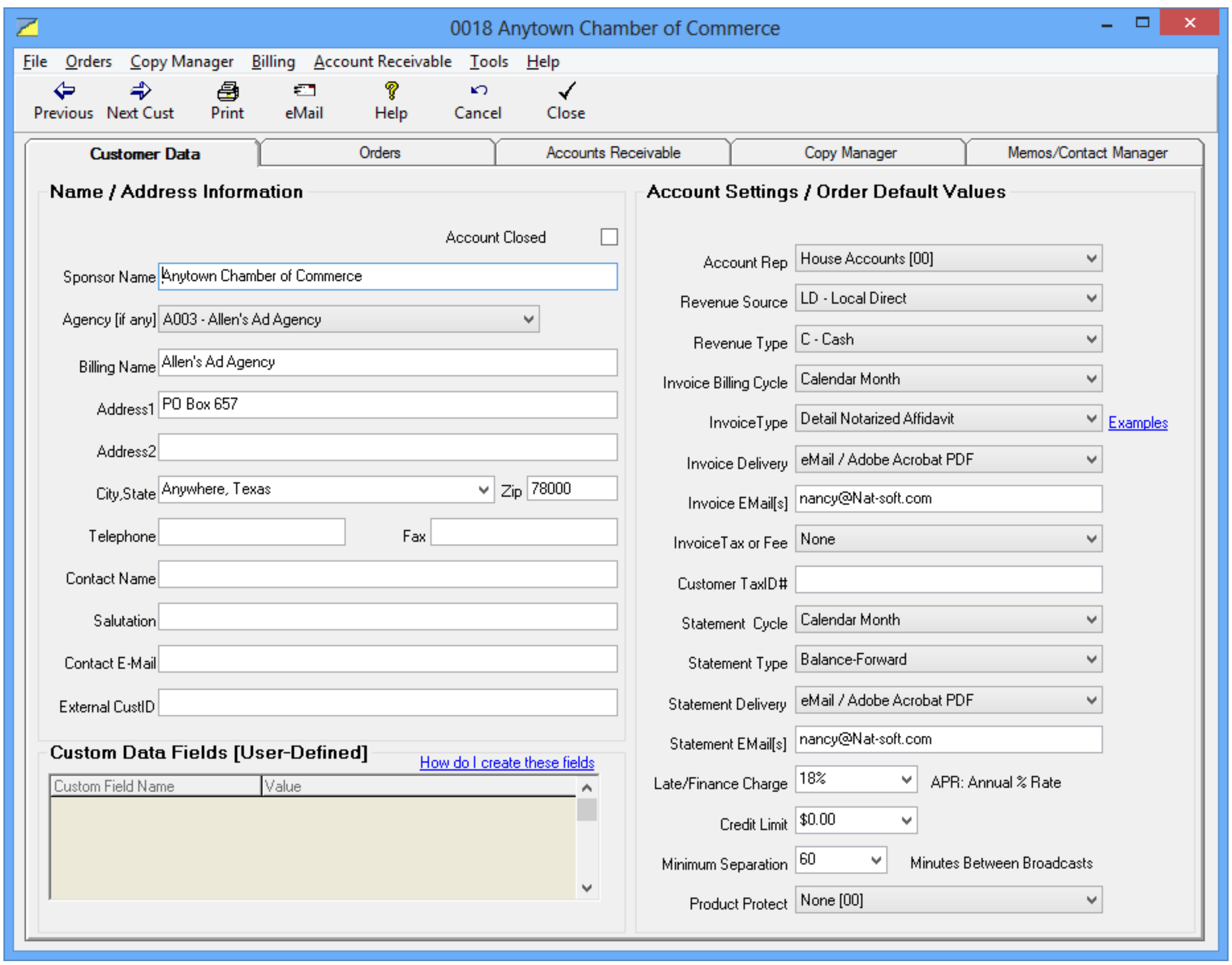
Send Daily Logged Times to eMail
Logged Times email sets the DEFAULT value for the LoggedTimesEmail on that customer's orders. Each order CAN go to a different email account if your edit the LoggedTimesEmail on the individual order.

Customer Data Entry

Customer Accounts are accessed through the NL main menu under the **[Traffic][Customer Browser]** or **[AcctsRec][Customer Browser]** menu.

To create a new customer account, click the **[New]** button. To open an existing customer account, click the **[Open]** button or double click the customer listing. Data Entry is done on the **Customer Data tab.**

Note: During initial setup of NL, you may need to enter **Customer Balance-Forward** amounts from your previous accounting system. This can be done from the Customer account screen using the **[Billing][Non-Broadcast Invoice Generator]** menu choice. See section 7.06 of this manual for details.



Also see [Custom Data Fields](#)

Account Closed
Because you cannot delete customers in NL once they have any Broadcast Orders or A/R transactions, this checkbox is used to show an account is closed so it will not be included in the customer account browser. Only use this if you know that this customer will never be on your station again!

Sponsor Name
This is the name of the advertiser, not the agency.

Agency
If the customer places their buys through an agency you can assign an agency. To create a new Agency click the **[Add New]** button that will show up to the right of the Agency list when you click the Agency list.

Billing Name
This is the name of the advertiser or agency to be billed.

Address1 / Address2
This allows for 2 lines to be used for the billing street address to show suite # or a person's name for an ATTN line.

City/State Zip
Billing address.

Telephone Number / Fax
Numbers and text allowed.

Contact Name
The agency or sponsor contact person for this account.

Salutation
For use when exporting a customer list to an external mail merge program such as MS Word. This allows you to determine the salutation when the external mail merge program merges into a form letter. This might be Dear Mr. Jones, or Dear John, etc.

External CustID
This optional entry can be used to link this account in NL to an external account in another system The most common use is link the account between NL and Quickbooks for exporting NL invoices to Quickbooks. IN this case NL uses the Sponsor Name as the Quickbooks Account ID unless you enter an External CustID in this box which will substitute for Sponsor Name when exporting invoices to Quickbooks. This allows using different account ID's [or names] in Quickbooks and NL only if you must.

Custom Data Fields
Natural Log allows you to create custom data fields. This is useful for creating unique fields for information which you might need that is not included in NL.

Contact e-mail Address
The e-mail address of the contact person listed above. This is where all e-mails from NL will be sent except Invoices and Statements that are sent to the Invoice e-mail address below. Multiple email addresses can be entered, but they must be separated with a semi-colon, not a colon or a comma.

Account Rep
On the Customer entry screen, assigns the customer account to an Account Rep. Orders entered will default to this Account Rep but individual orders can be assigned to a different Account Rep during order entry. You can create a new Account Rep by clicking the **[Add New]** button that appears to the right of the Account Rep box when you click the Account Rep box. See setting up Account Reps

Revenue Source

On the Customer entry screen, this is field useful for sorting and filtering your reports and may be any of the following.

- **LD - Local Direct**
- **LA - Local Agency**
- **ND - National Direct**
- **NA - National Agency**
- **NR - National Rep** See definition
- **UN - UnWired Network** See definition
- **OD - Other Direct**
- **OA - Other Agency**

Revenue Type

On the Customer entry screen, sets the default Revenue Type for new orders entered on this account. Revenue Types are usually used for Cash, Trade, Political, etc. to filter reports. You can create a new Revenue Type by clicking the **[Add New]** button that appears to the right of the Revenue Type box when you click the Revenue Type box. See Setting up Revenue Types**.** Changing this customer account value does not change the Revenue Type on existing Orders, only future Orders.

Invoice Billing Cycle

On the Customer entry screen, sets the default Billing Cycle for new orders for this customer account. This sets the default Billing Cycle for order entry. You can generate invoices for any specific cycle or all cycles during each broadcast invoice generation. Changing this customer account value does not change the Billing Cycle on existing orders, only future orders.

- **Broadcast Month** definition
- **Calendar Month**
- **End-of-Schedule**
- **Demand**
- **Weekly**
- **Special1 through Special9**
- **PreBill – Broadcast Month**
- **PreBill – Calendar Month**
- **PreBill – Weekly**
  See PreBilling

Invoice Type

On the Customer entry screen, sets the default Invoice Type for new orders for this customer account. With each type of invoice you can also add **Affidavit** to the invoice types below to have the station official's statement certifying accuracy of the invoice. If you need the invoice notarized, add **Notarized Affidavit** to the invoice type. Changing this customer account value does not change the Invoice Type on existing orders, only future orders. See examples of invoice types.

- **Detail** Prints 1 line per broadcast item. Includes run date, run time, length, rate, and CopyID

- **Times/Rates** Prints multiple broadcast items on one line. Includes run date, run times, length, and rate.

- **Times** Prints multiple broadcast items on one line. Includes run date, run times, and length.

- **Summary** Prints multiple broadcast items on one line: run date range, ## broadcasts, length and rate.

- **Co-Op Notarized Affidavit** This prints a regular **detail** invoice plus a "sub-invoice" for each different Co-Op on an order. Note: The "sub-invoices" are broken out 1 for each different "Co-Op" based on the name entered **Co-Op For** field in CopyManager, not for each piece of copy.

- **None** Does not print any invoice. Only used for customer to whome you send Account Statements and NO invoice.

Invoice Delivery

On the customer entry screen this tells NL how to deliver the invoices for this customer. NL can deliver Invoices using 4 methods.

- **Mail / Paper Invoice**
- **eMail / Adobe Acrobat PDF** This uses the internal Natural Log PDF writer to create a PDF file and deliver it via e-mail to your customer's invoice e-mail address.
- **eInvoice / Encoda SpotData**
- **eInvoice / DDS Invoice Manager**
- **eInvoice / RadioInvocies.com**
- **eInvoice / eMediaTrade**

Creates the appropriate electronic invoice file for the selected clearinghouse but you are responsible to contract with the clearinghouse (and pay them for their service) to electronically deliver your invoices through their clearinghouse.

- **Fax** This requires you to have an 3rd party fax-capture program and fax modem to capture and send the fax to your customer's fax machine.

Invoice EMail

On the customer entry screen, NL will e-mail Invoices and Statements to this address if you select **eMail / Adobe Acrobat PDF** as the Invoice delivery method. Multiple email addresses can be entered, but they must be separated with a semi-colon, not a colon or a comma.

Invoice Tax

On the Customer entry screen, this is the tax item/rate to be used as default tax for new Orders for this customer account. The invoice amount taxed may be Gross, Discounted Gross, or Net depending on how this tax item is setup. Changing this customer account value does not change the Tax on existing orders, only future orders.

Customer Tax ID Number

On the Customer entry screen, this is an alphanumeric field that allows you to enter the TaxID number of the customer. This may be necessary to prove the customer is tax-exempt or in some countries (such as Mexico) this tax ID number must be shown on all invoices and statements.

Statement Cycle

On the Customer entry screen, this tells Natural Log how to group your account statements if you want to print account statements on different cycles. You can generate statements for any specific cycle or all cycles during each statement generation. Usually this will be the same as the billing cycle for this customer.

- **Broadcast Month** definition
- **Calendar Month**
- **End-of-Schedule**
- **Demand**

- **Weekly**
- **Special1 through Special9**
- **PreBill – Broadcast Month**
- **PreBill – Calendar Month**
- **PreBill - Weekly**

Statement Type

On the Customer entry screen, Natural Log can create either type of Account Statement for each customer.

- **Open Item –** This reflects only invoices that are unpaid and prepayments that are unapplied at the end of the statement period.
- **Open Item + Activity –** This will include unpaid invoices, unapplied prepayments as well as any activity posted during the statement period which would include payments applied to invoices
- **Balance Forward –** This will reflect the balance forward from the beginning date of the statement period as well as activity during the statement period. It will not list items prior to the statement start date separately.

Please note that selecting these statement types does not change the internal record keeping of NL. You can always switch between Open-Item and Balance-Forward statements for individual customers without any loss of data.

Statement Delivery

On the customer entry screen this tells NL how to deliver the statements for this customer. NL can deliver Invoices using 3 methods.

- **Mail / Paper Invoice**
- **eMail / Adobe Acrobat PDF** This uses the internal Natural Log PDF writer to create a PDF file and deliver it via e-mail to your customer's statement e-mail address.
- **Fax** This requires you to have a 3rd party fax-capture program and fax modem to capture and send the fax to your customer's fax machine.

Statement EMail

On the customer entry screen, NL will e-mail Statements to this address if you select **eMail / Adobe Acrobat PDF** as the Invoice delivery method. Multiple email addresses can be entered, but they must be separated with a semi-colon, not a colon or a comma.

Late/Finance Charge

On the Customer entry screen, this should be entered as an annual % rate to be charged on past due balances if this customer carries a balance beyond the number of days you define in setup. You can use also force NL to compute this as a flat late charge rather than a % rate. In all cases, no finance charge or late fee will accrue if this is set to 0%. See Finance charge options

Credit Limit

On the Customer entry screen, this sets the account credit limit. Enter 0 if not used. See Program Options to prohibit order entry after credit limit is exceeded.

Minimum Separation

On the Customer entry screen, this tells Natural Log how many minutes separation you need between items from different orders belonging to this customer. See Order Separation to set the required separation between items from the same Order. See Product Protect to set the required separation between items from the different customers with similar products.

Separation Example

Suppose you have a night club buying lots of spots advertising different bands appearing on Friday and Saturday. If you put these in as separate orders, you could specify 60 minutes separation between spots for the order for Friday night (order entry screen) and you could specify 60 minutes separation between spots for the order for

Saturday night (order entry screen). Then you could specify 30 minutes on the Customer entry screen to keep the 2 orders 30 minutes away from each other.

Product Protect

On the Customer entry screen, this sets the default product code 1 for order entry. Product codes are used to protect advertising for similar products scheduled from different orders and customers. You can create a new Product Code by clicking the **[Add New]** button that appears to the right of the Product Protect box when you click the Product Protect box. See setting up Product Codes

NOTE: Product code separation only applies to items logged from different customers. See Customer Separation or Order Separation to set the required separation between items from the same Customer or Order.

Customer History

History Reports

NL can generate get a reports of customer history as follows.
Billing History-Monthly Report
Billing History-Quarterly Report
Billing History-Annual Report
Payment History-Monthly Report
Payment History-Quarterly Report
Payment History-Annual Report

On-Screen Transaction History

You can view a complete history of all Accounts-Receivable transactions for any customer within a specified date range. **Note**: You must have the appropriate user permission to access Accounts Receivable to view the history, otherwise NL will not display it.

- Open the customer account from the main NL menu by clicking **[Traffic]** or **[Accounts-Receivable**], then **[double-clicking]** the selected customer.

- On the customer edit screen, click the Accounts-Receivable tab and click the **[History]** button.

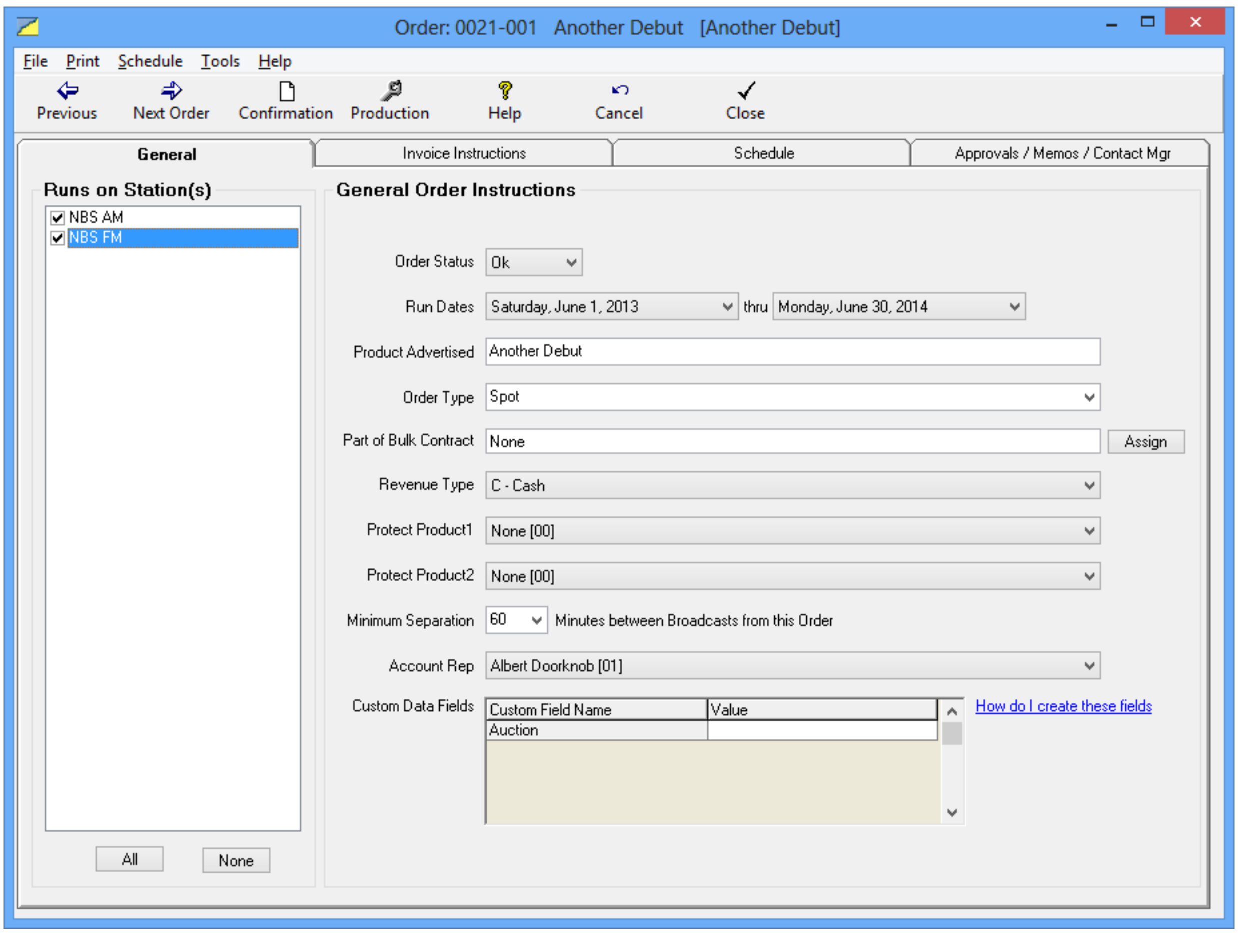
You can view any transaction in the history list by **[double-clicking]** on it.

Broadcast Orders

Broadcast Orders are accessed through the NL main menu under the **[Traffic] [Broadcast Order Browser]** menu. The orders are displayed on a browser screen that can be configured, sorted, and filtered as desired. See Browsers.

You can also access the orders for any customer on the **Orders** tab on the customer screen.

To create a new Broadcast Order, click the **[New]** button on the Broadcast Order Browser or on the Customer entry screen "Orders" tab. To open an existing Order, click the **[Open]** button or double click the Order listing.



General Tab

This is where you tell NL on what station(s) the order is to run as well as basic information about the order. See Broadcast Orders-General Instructions

Invoice Instructions tab

This tab allows you to specify how the order is to be invoiced. You can set up package-pricing or per-broadcast pricing and specify the billing cycle and invoice type. You can also set up commissions for agency and account rep as well as discounts and trade credits. See Broadcast Orders-Invoice Instructions.

Schedule tab

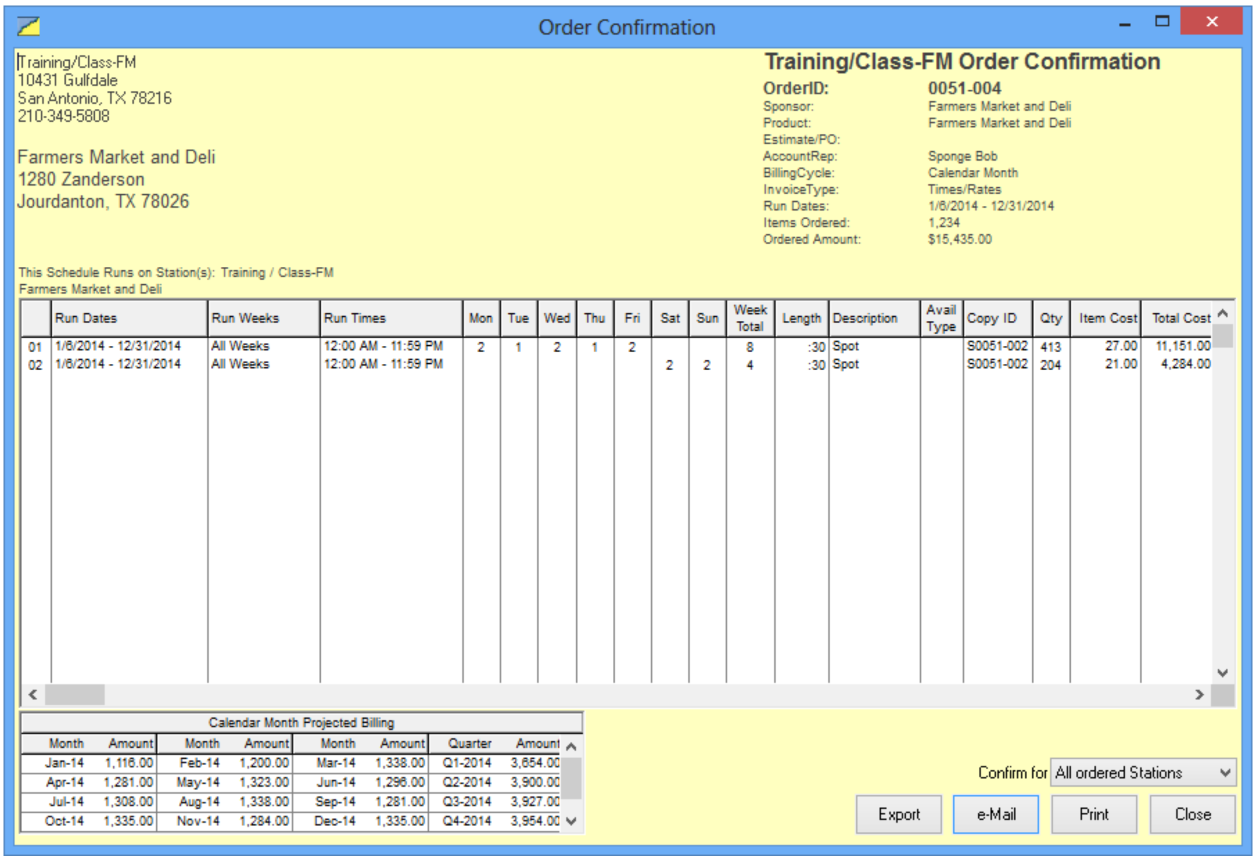
The **Schedule tab** displays the Order-Lines that actually schedule the broadcasts. There is no limit to how many Order-Lines may be attached on an order. See Order Lines-Schedule

Approvals / Memos tab

This tab allows you to enter memo items for this order. Additionally, you can enter dated reminders using the **[Contact Manager / Account Date Reminders]** button. See Reminders. If order review is required in NL program options, the review check boxes will be visible. If the logged-on user is one of the user types that can review orders, the review boxes will be available for that user to click to show they have reviewed the order.

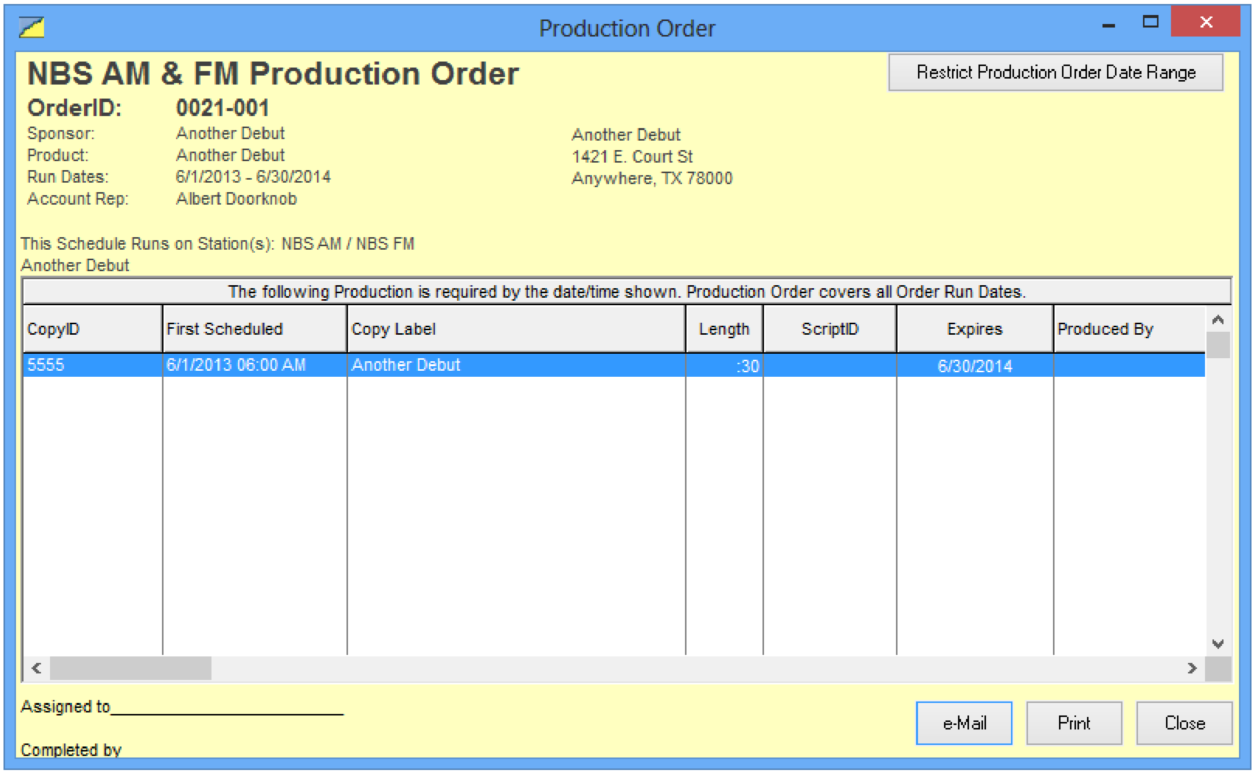
Order Confirmation

You can print an order confirmation (and verify the order is correctly entered) using the **[Confirmation]** button on the order entry screen. To customize the Order Confirmation see Order Confirmation document format



Production Order

You can print a Production Order showing when production is required for this order using the **[Production]** button on the order entry screen. To customize the Production Order see [Production Order document format]



Copying an Order

You can make a copy of an order using the **[File][Duplicate this Order]** menu choice on the Order entry screen. You will need to specify the Customer to receive the duplicated order and the CopyID to be used on the duplicated order.

Order Reminders

You can view the date specific Reminders for the displayed order using the **[Tools][Reminders]** menu choice on the Order entry screen. See [Reminders]

Order Billing History

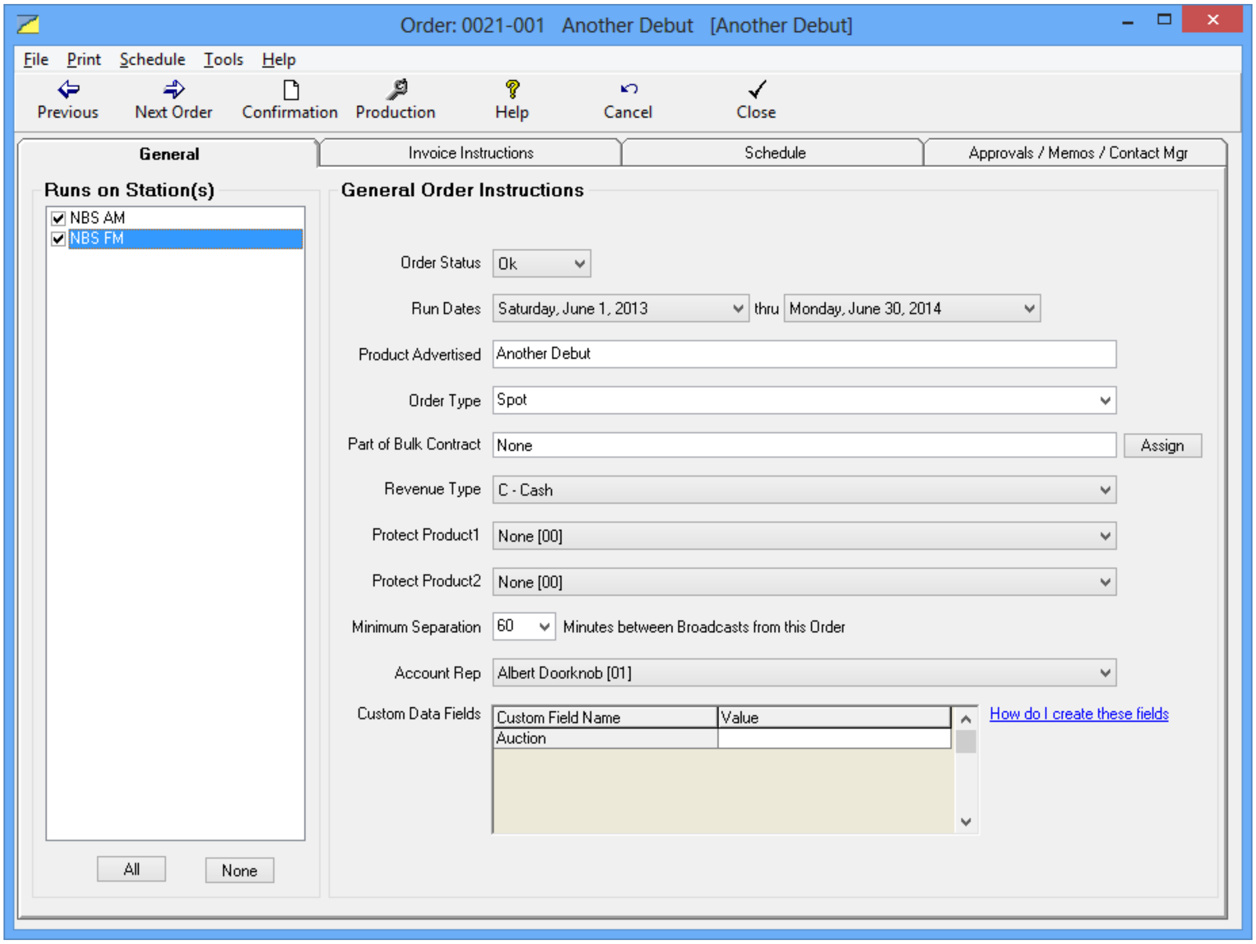
You can view all invoices issued from the displayed order using the **[Tools][Billing History]** menu choice on the Order entry screen.

Activity Log

You can view the log of all changes to the displayed order using the **[Tools][Activity Log]** menu choice on the Order entry screen. See [Activity Log]

Order Data Entry - General Tab

Orders are accessed through the NL main menu under the **[Traffic][Broadcast Order Browser]** or from an open Customer Account screen **Orders** tab.



Runs on Station(s)

You must specify at least one station on which the order is to run.

Order Status

OK, Hold or **InBox**. Orders on **HOLD** or in the **INBOX** are not logged. Hold might be used if copy does not arrive on time. If Order Review and Approval is required in NL setup, the status is automatically **InBox** until the requisite order review and approval is performed.

Run Dates

Start date and end date (inclusive) during which the order should run. **TFN** [till further notice] is a valid end date. See date selector.

Product Advertised

The specific product being advertised. This is also how the item will be listed on the log IF you do not enter a CopyID to be logged.

Order Type

You can enter any text order description you want. Most NL users use "Spot" "News Sponsorship", "Football Sponsor", etc. so they can filter order lists for specific order types.

Part of Bulk Contract

This will usually be 0000-None. However if you use NL Bulk Contracts to track a customer's commitment to buy a minimum number of spots over a period of time, this might be used. You can create a new Bulk Contract by clicking the **[Add New]** button that appears to the right of the Bulk Contract box when you click in the Bulk Contract box.

Revenue Type

On the Order entry screen, sets the Revenue Type for this order. Revenue Types are usually used for Cash, Trade, Political, etc. to filter reports. You can create a new Revenue Type by clicking the **[Add New]** button that appears to the right of the Account Rep box when you click the Revenue Type box. See Setting up Revenue Types

Protect Product 1 / Protect Product 2

On the Order entry screen, sets product code protection between this order and other orders advertising similar products. You can create a new Product Code by clicking the **[Add New]** button that appears to the right of the Product Protect box when you click the Product Protect box. See setting up Product Codes

NOTE: Product code separation only applies to items logged from different customers. See Customer Separation or Order Separation to set the required separation between items from the same Customer or Order.

Minimum Separation

On the order entry screen, this tells Natural Log how many minutes separation you need between items from this order. See Customer Separation to set the required separation between items from the different orders for the same customer. See Product Protect to set the required separation between items from the different customers with similar products.

Separation Example

Suppose you have a night club buying lots of spots advertising different bands appearing on Friday and Saturday. If you put these in as separate orders, you could specify 60 minutes separation between spots for the order for Friday night (order entry screen) and you could specify 60 minutes separation between spots for the order for Saturday night (order entry screen). Then you could specify 30 minutes on the Customer entry screen to keep the 2 orders 30 minutes away from each other.

Account Rep

On the Order entry screen, assigns the order to an Account Rep. You can create a new Account Rep by clicking the **[Add New]** button that appears to the right of the Account Rep box when you click the Account Rep Box. See setting up Account Reps

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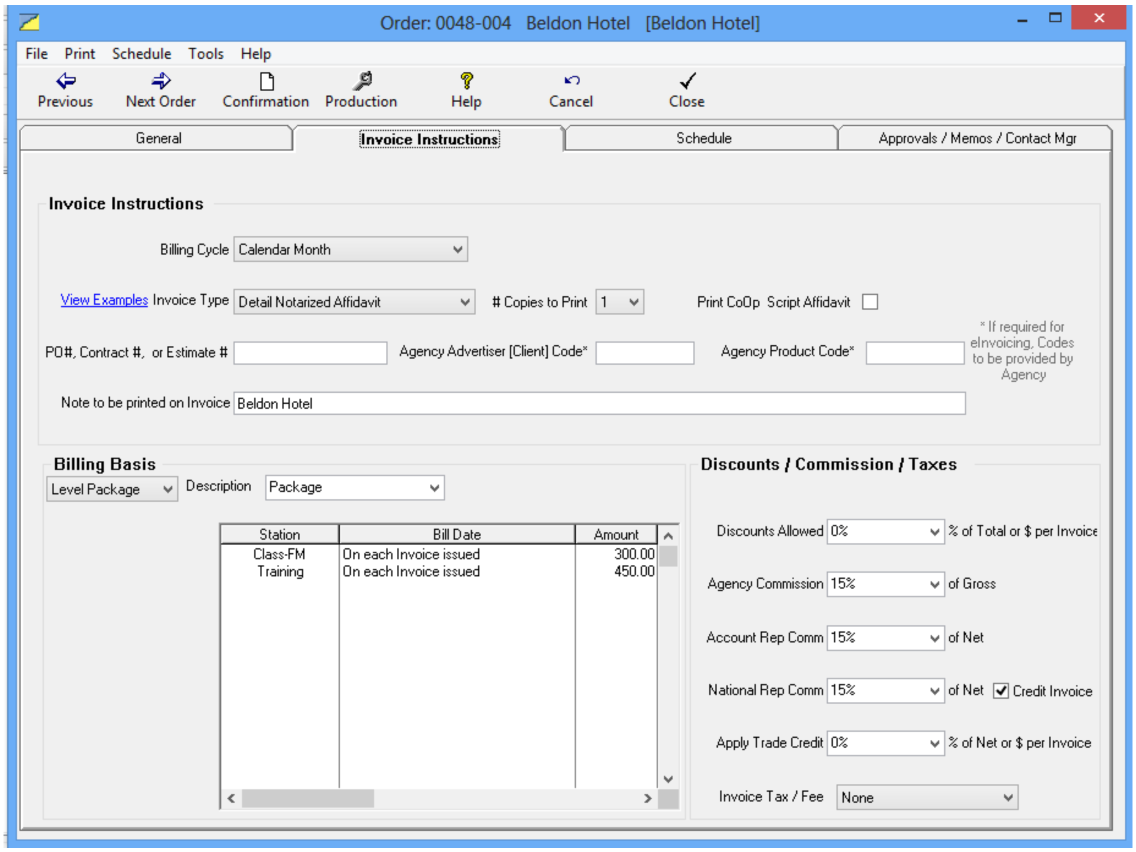
Custom Fields

You can create up to 3 custom fields for your orders. These are created in Setup. To enter or edit a Custom Field, from the Main Menu select **[Setup][Administrator Controls][Default Data Values/Custom Data Fields]**. Select the Orders tab and click **[Add Field].** See Default Data Values & Custom Data Fields

Order Data Entry - Invoice Instructions tab

Orders are accessed through the NL main menu under the **[Traffic][Broadcast Order Browser]** or from an open Customer Account screen **Orders** tab.



Billing Cycle

On the Order entry screen, this tells Natural Log how often and on what cycle you want to generate invoices for this order You can generate invoices for any specific cycle or all cycles during each broadcast invoice generation.

- **Broadcast Month** definition
- **Calendar Month**
- **End-of-Schedule**
- **Demand**
- **Weekly**
- **Special1 through Special9**
- **Pre-Bill Broadcast Month**
- **Pre-Bill Calendar Month**
- **Pre-Bill Weekly**

Invoice Type

On the Order entry screen, sets the Invoice Type for the displayed order. With each type of invoice you can also add **Affidavit** to the invoice types below to have the station official's statement certifying accuracy of the invoice. If you need the invoice notarized, add **Notarized Affidavit** to the invoice type. See examples of invoice types.

- **Detail** Prints 1 line per broadcast item. Includes run date, run time, length, rate, and CopyID
- **Times/Rates** Prints multiple broadcast items on one line. Includes run date, run times, length, and rate.
- **Times** Prints multiple broadcast items on one line. Includes run date, run times, and length.
- **Summary** Prints multiple broadcast items on one line. Includes run date range, ## broadcasts, length and rate.
- **Co-Op Notarized Affidavit** This prints a regular **detail** invoice plus a "sub-invoice" for each different Co-Op on an order. Note: The "sub-invoices" are broken out 1 for each different "Co-Op" based on the name entered **Co-Op For** field in CopyManager, not for each piece of copy.
- **None** Does not print any invoice. Only used for customer to whom you send Account Statements and NO invoice.

Copies of Invoice to Print

On the Order entry screen, you may specify 1 to 9 invoice copies to be printed for this order.

Print Co-Op Script Affidavit

On the Order entry screen you can tell NL to automatically print the RAB "tearsheet" script affidavits for attachment to the invoice for coop reimbursement. You must have entered the copy in the Copy Manager **before** the invoice is generated. See Co-Op defined and entering Co-Op scripts in Copy Manager.

Purchase Order / Contract # or Estimate

This field is optional. Any alphanumeric text may be entered on the Order entry screen to be printed on the invoice and statements as purchase order number, contract number or estimate number for agency buys.

Agency Advertiser (Client Code)

Some eInvoice clearinghouses require an entry for "Agency Advertiser" or "Client Code" where the Client codes are provided by the agency placing the buy. In this case, you can enter the data in the 'Agency Adverstier[Client] Code field.

Agency Product Code

Some eInvoice clearinghouses require an entry for "Product Code" where the Product codes are provided by the agency placing the buy. In this case, you can enter the data in the "Agency Product Code" field.

Note to be Printed on Invoice

This field is optional. This is a single line of alphanumeric text to be printed on the Invoice describing the Invoice.

Billing Basis

See Package Billing Options

On the Order entry screen, this entry describes the basis upon which the order is to be billed. This may be:

- **Per Broadcast** The order is billed at a cost per broadcast as specified on the Order Lines.
- **Level Package** Every time an invoice is generated from an order with schedule lines from which at least 1 billable item was logged or the order has NO schedule lines, a specified flat amount is billed. Exception: If order status is HOLD and nothing was logged, no amount will be billed.
- **Variable Package** You specify amount(s) to be billed on various dates. This amount will be billed on the first invoice generated on or after that date even if nothing ran. Exception: If order status is HOLD and nothing was logged, no amount will be billed. This would be useful to bill different package amounts in different months even if no broadcast items ran.

Package Description

Only if you select **Level Package** or **Variable Package** above, you will be able to enter the package description that will show up on the invoice.

Discounts Allowed

On the order entry screen, this is a % discount or flat amount to be deducted from the Gross invoice amount before any agency or account rep commissions are computed. If you enter '$' it is the flat discount; otherwise it is the percentage discount. Gross invoice amount minus Discounts Allowed equals the Discounted Gross invoice amount.

Agency Commission

On the order entry screen, this is % agency commission deducted from the Gross invoice amount (or the Discounted Gross invoice amount if other discounts are allowed) to get the Net invoice amount.

Account Rep Commission

On the order entry screen, this is commission % of the Net invoice amount that will show as commission due on reports for the Account Rep to whom this order is assigned.

National Rep Commission

On the order entry screen, this is commission % of the Net invoice amount that will show as commission due on reports for the National Rep [or UnWired Network] if applicable. You have the option to check mark the box to the right of this field in order to apply a National Rep Commission Credit Adjustment to show on the invoice when billed. This adjustment will not be reflected in the Net amount shown on the Invoiced Sales report but will be displayed on the Adjustments Report in the RCM/UCM column.

Apply Trade Credit

On the order entry screen, this is the flat $ amount or the % of the Net invoice amount that be automatically credited as Trade Credit. If you enter '$' it is the flat discount; otherwise it is the percentage discount. This is useful if you have an order that is some % cash and some % trade. NL will automatically post a trade credit to offset part or all of the invoice net amount.

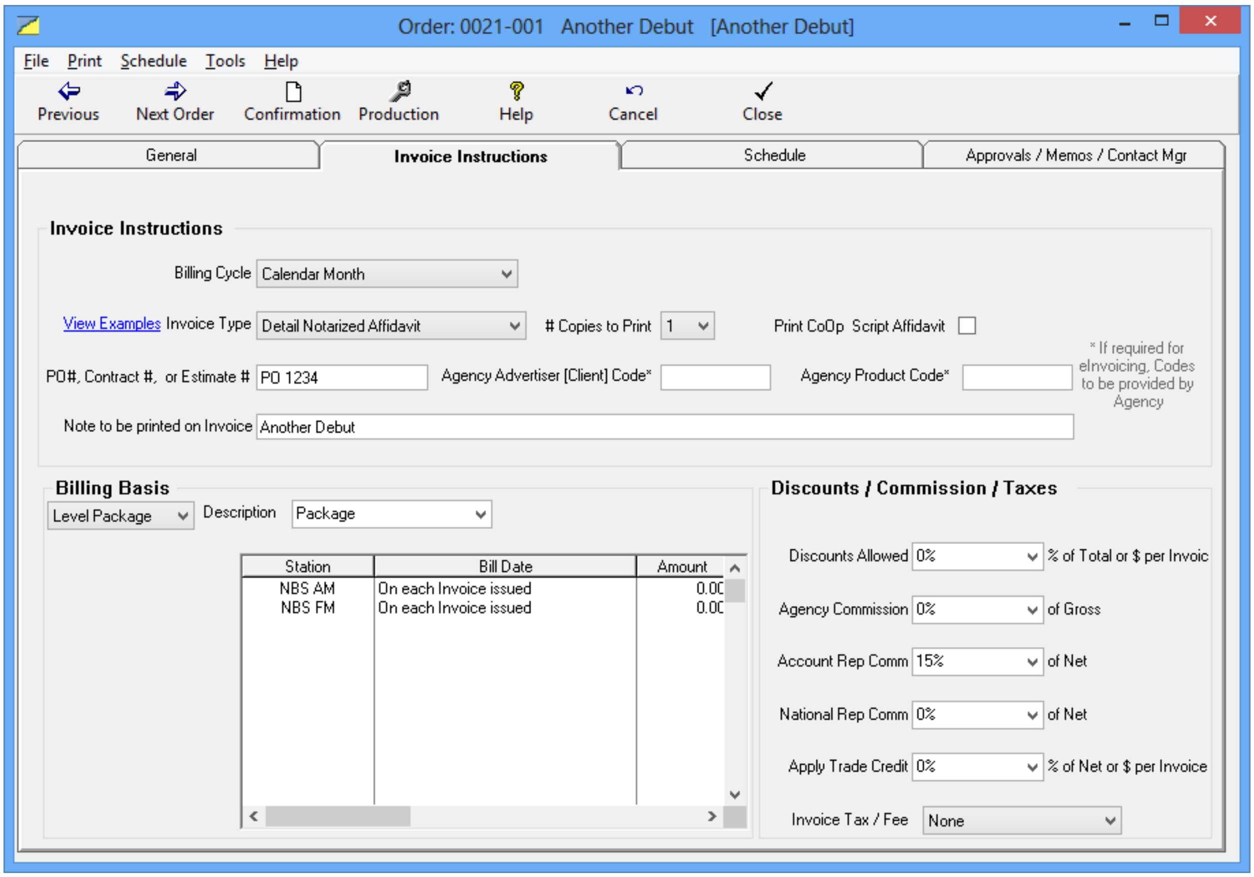
ApplicableTax

On the order entry screen, this is the tax item/rate to be applied to the invoice amount. The invoice amount may be Gross, Discounted Gross, or Net depending on how this tax item is setup.

Package Billing Options

Level Package

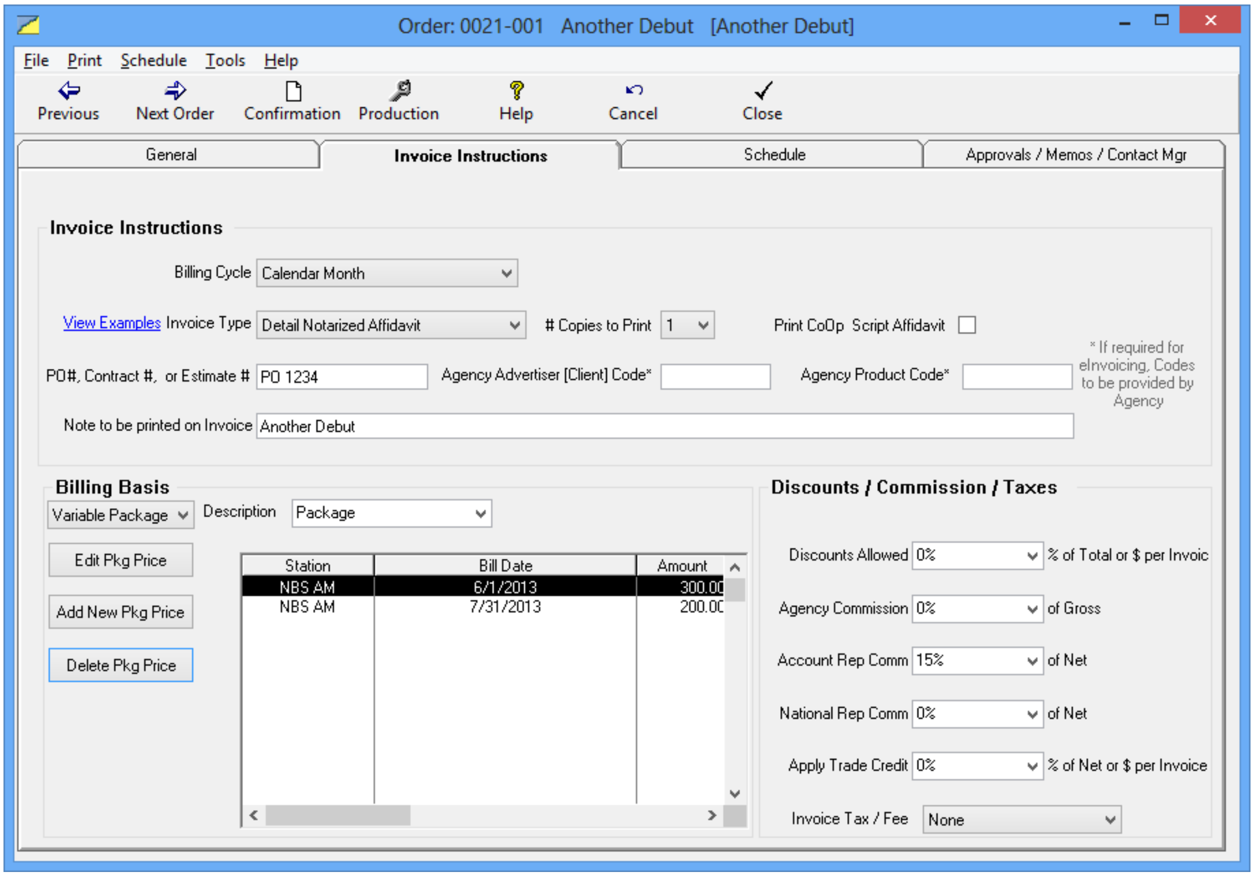
Only if you select **Level Package**, you will be able to enter the amount to be billed for each station each time an invoice is generated.



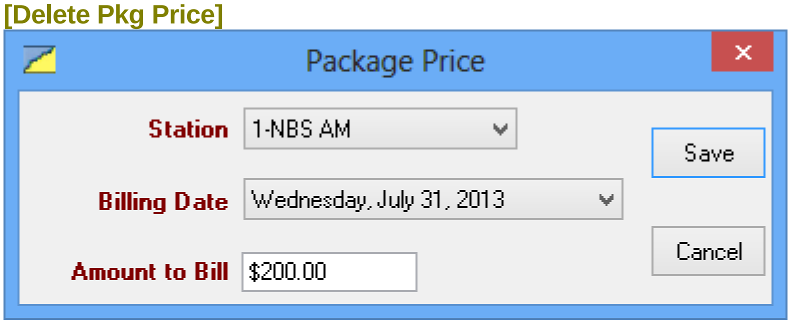
Every time an invoice is generated from an order with schedule lines from which at least 1 billable item was logged or the order has NO schedule lines, a specified flat amount is billed. Exception: If order status is HOLD and nothing was logged, no amount will be billed.

Variable Package

Only if you select **Variable Package**, you will be able use these buttons to add or change the package billing schedule. You must specify the billing date, amount to be billed that date, and the station to which it applies [if more than one station is ordered]. This amount will be billed on the first invoice generated on or after that date even if nothing ran. Exception: If order status is HOLD and nothing was logged, no amount will be billed. This would be useful to bill different package amounts in different months even if no broadcast items ran so long as the order status is not HOLD.

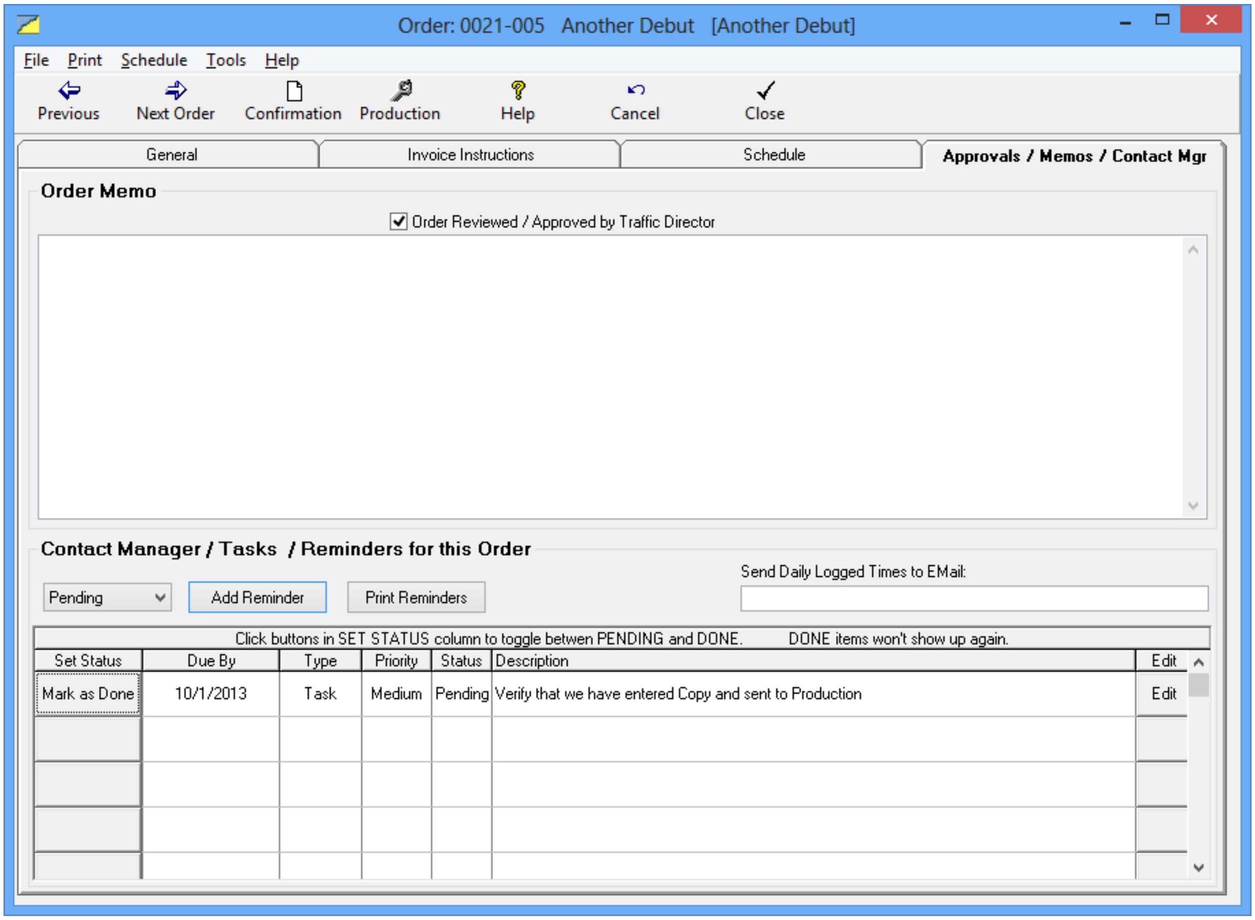


[Edit Pkg Price]
[Add New Pkg Price]
[Delete Pkg Price]



Order Data Entry – Approvals / Memos Tab

This tab allows you to enter memo items for this order. Additionally, you can enter dated reminders using the **[Contact Manager / Account Date Reminders]** button. See Reminders. If order review is required in NL program options, the review check boxes will be visible. If the logged-on user is one of the user types that can review orders, the review boxes will be available for that user to click to show they have reviewed the order.



Contact Manager / Account date Reminders

You can view the date specific Reminders for the displayed customer. See Reminders.

Order Review / Approval before Logging

This option allows you to permit Account Reps [salesmen] to enter their own orders in NL, but the orders will not run until the required level of review/approval is obtained. The specified UserType must be logged in to review and approve the order before it runs. Any or all of the following user-types can be required to approve an order before it can run.

- **Sales Manager**
- **Traffic Director**
- **Accounting Manager**

Note: If the **Require User LogIn** checkbox (on the User Permissions) is not checked, no review or approval is required even if you set a required review and approval in program options!

Also see Program Options - Order Review / Approval before Logging

Finding Orders Awaiting Review/Approval

All broadcast orders awaiting review/approval have their order status set to **InBox** and the status can be changed to **OK** only after all required reviews/approvals have been obtained. **HOLD** status and **InBox** status orders are never logged!

The user-types who need to review and approve orders can quickly find orders awaiting review in **[Traffic][Broadcast Order Browser]** by selecting **InBox Orders** in the **View Orders** box. There is a separate **InBox** listing for each required reviewer. After that review has approved the order, that broadcast order no longer shows in that reviewer's inbox.

The user can open the broadcast order and on the Memo tab click next to their user-type to indicate their approval of the order. After the last required approval, NL will automatically set the order status to **OK** and it will be available to be logged.

Logs and Hold Orders Awaiting Review/Approval

When a log is generated, a warning is generated if any broadcast order(s) that would otherwise run on that log are on **INBOX** status.

Contact Manager/Tasks/Reminders for this Order

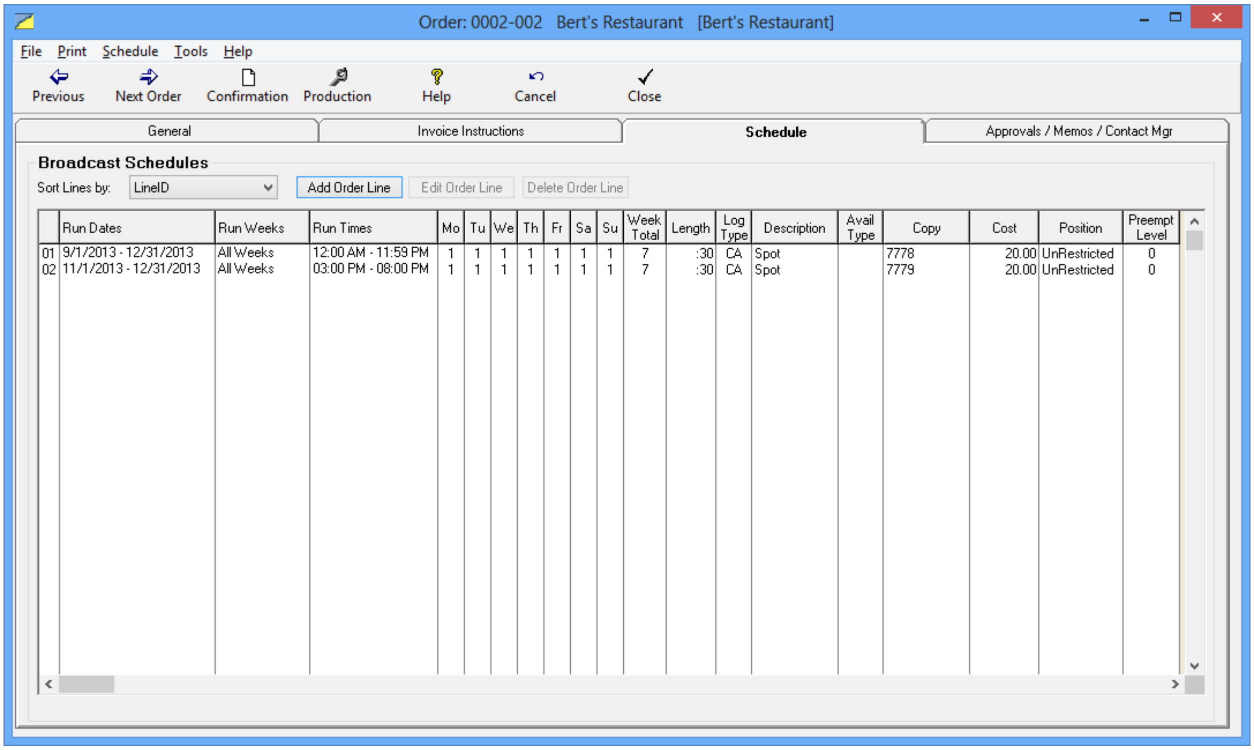
The Approvals/Memos/Contact Manager tab on each order allows you to set up reminders pertaining to that specific order.
Assume you need to pick up new copy for an order on October 1. You can set up a reminder and on that date when NL starts, it will warn you (and/or the Account Rep) and display the item(s) needing to be done that day. Reminders can be added for tasks, calls, faxes, emails, meetings and appointments and can assigned a Priority of Low, Medium or High.

Send Daily Logged Times:

From within a log, you can click on Tools/Email Logged Times to send an email of the selected log items. This option is available only for orders that have an email address entered in the 'Send Daily-Logged Times to Email' on the Approvals/Memos/Contact Manager tab of the order.   No logged times will be sent if this field is left blank. The Send Daily Logged Times Email on the order will default to whatever is entered on the Customer Setup for this field on the Memos/Contact Manager tab of the customer account. However, each order can have the logged times sent to a different email address by editing this field on the individual order.
Multiple email addresses can be entered in this field, but they must be separated with a semi-colon, not a colon or a comma.

Order Data Entry - Schedule Order Lines Tab

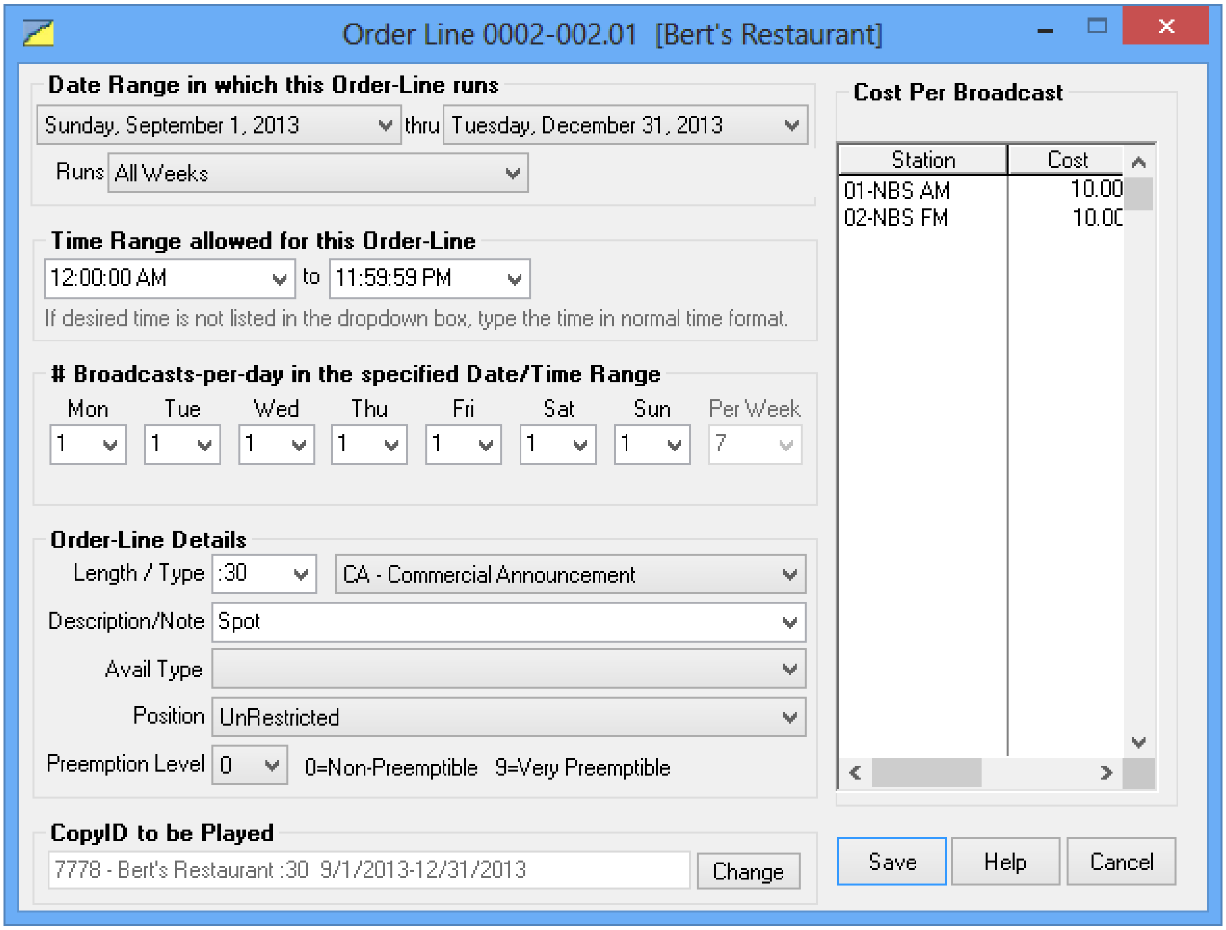
Orders are accessed through the NL main menu under the **[Traffic][Broadcast Order Browser]** or from an open Customer Account screen **Orders** tab. Within each order there is a **Schedule** tab that lists the order lines that actually schedule broadcasts for that order.



- You can use the **[Add Order Line]** button to create a new schedule line. **NOTE**: If you highlight an existing order line before clicking this button, the default values for the new order line will match the values of the highlighted line. That way if you have to enter a bunch of similar lines, you don't have to reenter the same information over and over. Just highlight the line to be copied, click **[Add Order Line]** and make any changes applicable to the new order line.

- You can use the **[Edit Order Line]** button (or double-click the item) to view/edit the highlighted Order Line.

- You can use the **[Delete Order Line]** button to delete a piece of copy. Warning: You will not be permitted to delete any Order Line if it has logged 1 or more items since all logged items must be attached to an Order Line. If this is the case, and you want to the Order Line to stop running, change the Order Line end date.



Date Range

On the Order-Line entry screen, this tells Natural Log the start and end date for the items scheduled on that order line. These Order-Line dates must fall within the run dates entered on the "General tab" of the Order itself. See order entry-general tab.

Runs

On the Order-Line entry screen, this field has multiple uses but is most commonly set to **All Weeks**. This means this order line will run the # **Broadcasts per Day** as specified for each weekday [see below] between the order line Start date and End date. However additional uses can arise in complex scheduling situations.

- **Alternating Weeks**
- **Specified Weeks**
- **Link=>**
- **Filler Only**
- **Per-Invoice Non-Log Charge**

See Order-Lines advanced scheduling options.

Time Range

On the Order-Line entry screen, you most commonly tell Natural Log the start time and end time within which the item on that Order-Line must be scheduled. You can enter time in your local time format. **If the desired time is not one of the predefined times**, just type the time in the box in your local time format. You may also select one of your user-defined Time Classes [if used].

Important Note regarding Time Range: NL will assume it can schedule items anytime within the specified time range. NL will attempt to rotate an item through all allowed hours but may not be able to do so depending on how full your log is with higher priority and/or more time-restricted items. This means you cannot assume NL will schedule an equal number of items within any subset of the time range. That is, if you schedule an item to run 6A to 7P, it will be logged within that time range but NL may not schedule an equal number of items 6A-10A, 10A-3P and 3P-7P. For example, if your log is full with higher priority items that must run between 6A-10A, an item scheduled 6A-7P would likely not appear in 6A-10A. To force some items to appear in specific dayparts, you must schedule them that way. In this case schedule some items specifically 6A-10A, some 10A-3P and some 3P-7P.

Broadcasts per Day in the Specified Date/Time Range

This tells NL how many of item(s) to be scheduled from that Order-Line. This can be specified in 2 ways. You cannot mix these methods on the same Order-Line.

- **Normal Scheduling** Recommended method! Specify the actual number to run in the Spots-per-day box for each weekday. Leave blank in any day in which nothing is to run. Specifying the actual number to run is the preferred method and gives best control.

- **Spots-Per-Week Scheduling** Some stations enter the Order-Line to specify how many spots per week to run but let NL decide how to distribute them within the allowed days. This is done by placing an **X** in the Spots-per-day box for any day the spots may run and then specifying the number to run per week in the Per-Week box. This was previously referred to in NL-DOS and NL as "random" scheduling. This also you to specify Front-Loading.

Type / Length

On the Order-Line entry screen, this specifies the length [formatted as :ss or mm:ss or hh:mm:ss] of the item being scheduled. If the desired length is not one of the default values in the dropdown box just type it in formatted as :ss, mm:ss, or hh:mm:ss. Log types simply describe what type of event is being scheduled. Some automation systems (such as Scott Studios and MediaTouch) use this LogType as their audiocut "Categories".

- **CA** Commercial Announcement
- **CM** Commercial Matter
- **COM** Commercial
- **CP** Commercial Program [Note: This CP type will block out all Template Avails and anything scheduled within its start and end time on any day it is scheduled.]
- **CPN** Commercial Pgm Non-Exclusive
- **FCC** FCC Announcement
- **MAC** Macro [see section 3.09 of this manual for a discussion of macros]
- **NLC** Non-Log Charge Item [Note: This does not place anything on the log but passes the specified charge invisibly through the log to the invoice. This might be used for production or talent fees.] [Note: If selecting Run Weeks as Per-Invoice Non-Log Charge, the NLC item cost will be added to the package price.]
- **POL** Political Announcement
- **PRO** Promotional Announcement
- **PSA** Public Service Announcement
- **SPA** Station Promo Announcement
- **UW** UnderWriting Anouncement

Description / Note

On the Order-Line entry screen, this specifies how the item will be shown on the log and on invoices. Default values that can be selected from the dropdown box are listed below. If the default values do not meet your needs, you can also type in anything you want as the description / note.

Live/Call In Spot Designation

During order line entry, if you include the word LIVE or CALL-IN in the description/note field, the item is treated as a live spot or call-in spot. See logging options to enable or disable this protection.

- **Adjacency**
- **BillBoard**
- **Bonus**
- **Call-In**
- **Extra**
- **Filler**
- **Intro**
- **Live-Spot**
- **Make-Good**
- **No-Charge**
- **Other**
- **Outro**
- **Program**
- **Promo**
- **Remote**
- **Simulcast**
- **Sponsorship**
- **Spot**
- **TradeOut**

Avail-Type Restrictions

On the Order-Line entry screen, this tells NL to put ordered items only into avail slots whose Log Template Avail-Type matches the Broadcast Order Avail-Type. **Normally the Avail-Type in both NL Log Templates and Broadcast Order Lines should be Unrestricted!** This means any item from the Broadcast Order can be logged into any avail slot within the order line's time window. The only time you use Avail-Types is when you want to force a particular customer's item into a particular avail slot or to reserve an avail slot for a particular type of ordered item [such as a program sponsorship or adjacency]. In That case the same Avail-Type must be entered on both the Log template and the Broadcast Order. See Avail-Types on Log Templates.

Position

On the Order-Line entry screen, this tells NL if the item being scheduled must be placed in a particular position within a commercial break. Normally this should be to **UnRestricted**. Choices are:

- **UnRestricted** [default]
- **Last in Commercial Break**
- **First in Commercial Break**
- **First OR Last in Commercial Break**
- **Book-Ends** see definition

Preemption Level

On the Order-Line entry screen, this lets NL know how important it is for the item to be logged. If you are oversold and NL cannot schedule all ordered items, it needs to know what items to log first and what items can be bumped if needed. Items with Preemption level 0 are logged first, then preemption level 1, then 2, then 3, and so on. Less important items should have inferior preemption levels (7,8,9) so they get bumped. More important items should have superior preemption levels (0,1,etc.) so they are more certain to be logged. **ANY items not logged are always placed in the log's Bump-Item file regardless of their preemption level.**

CopyID to be Played

On the Order entry screen, this tells NL what specific CopyID to tell your announcer or automation system to play when this Order-Line is scheduled. If using automation, this CopyID is simply the audiocut identifier in the automation system. When you click the [Change] button you will get a screen on which you can select an existing CopyID for this customer or create a new CopyID.

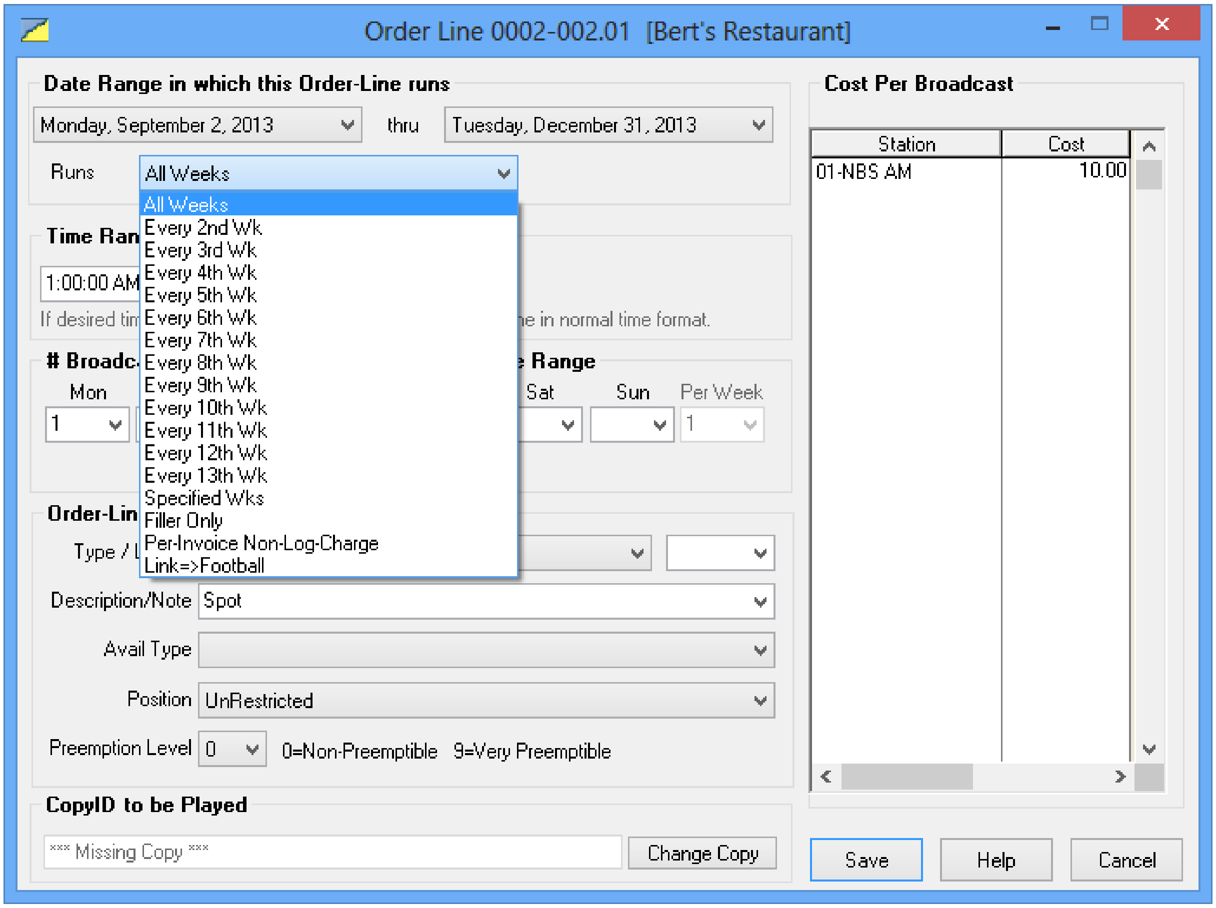
This CopyID can be Normal Copy, Packet, Rotator, or Copy Schedule. See Copy Manager for more detailed Copy information and examples.

Cost per Broadcast

On the Order entry screen, this tells NL what to charge for each item scheduled from this Order-Line. Each station on which the Order runs should be assigned a cost (0.00 is OK) Note: This entry is not used if **Level Package** or **Variable Package** is selected on the Order - Invoice Instructions tab.

Order-Lines Complex Scheduling Options

On the Order-Line entry screen, the **Run** field has multiple uses but is most commonly set to **All Weeks**. However additional uses can arise in complex scheduling situations described below.



Alternating Weeks

On the Order-Line entry screen, the **Run** field may be set to **every 2nd week** through **every 13th week** in the **Runs** field to turn the Order-Line on only for the weeks desired in an alternating fashion.

Alternating Weeks Example If you have 2 Order-Lines that alternate, you could set them up starting 1 week apart and have each alternate every 2nd week. When line 1 runs, line 2 is off, and when line 2 runs, line 1 is off.

Specified Weeks

On the Order-Line entry screen, the **Run** field may be set to **Specified Weeks** you can then list the exact weeks you want the Order-Line to run. The specified weeks must be within the run dates of the Order (see Order Entry-General tab) and the date range of the Order-Line.

Specified Weeks Example Assume you have an Order-Line that extends for a whole year but does not run every week in that year. Select **Specified Weeks** and you will see an **[Edit Specified Weeks]** button that you can use to set the weeks.

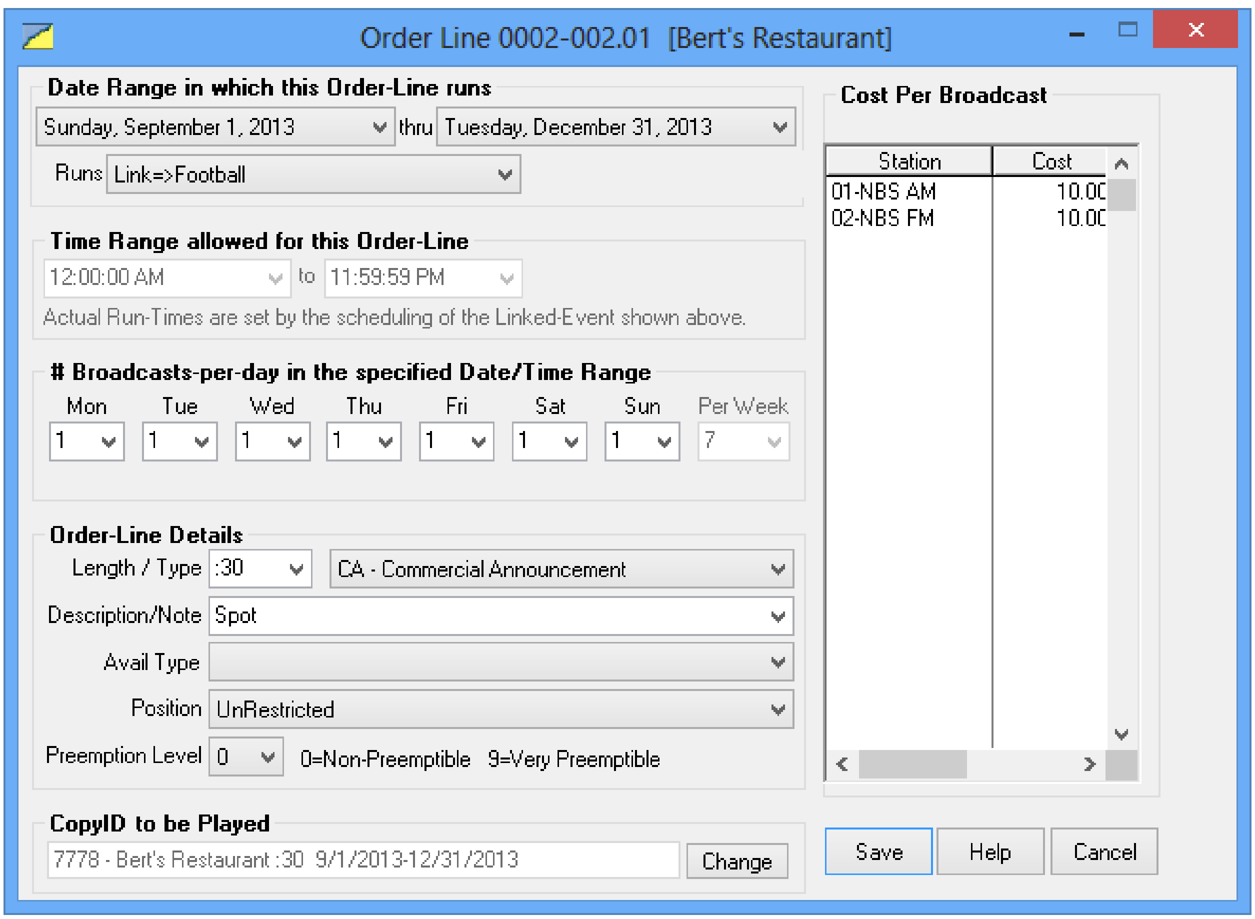
Per-Invoice Non-Log Charge

On the Order-Line entry screen, the **Run** field may be set to **Per-Invoice Non-Log Charge.** You can then enter a cost to be added per invoice for the Non-Log Charge.

Per-Invoice Non-Log Charge Example Assume you have an order for broadcasts and also need to charge the customer a talent fee. You can add the talent fee to the same order by adding an order line and specifying the **Runs** field as Per-Invoice Non-Log Charge, and entering the desired cost. NL will then add the Non-Log Charge to the invoice, so that the customer can receive one invoice for the total of their order and the talent fee.

Linking an Order-Line to a Special Event Template

This is an advanced function of NL and should be used with caution! On the Order-Line entry screen, the **Run** field may be set to **Link=>** followed by the name of the Special Event Template to which the Order-Line is to be linked. This allows you to use the **Runs** field to link this Order-Line to a Special Event Template [see definition in glossary] so the order line will run only when that Special Event Template is scheduled using Special Event Scheduling subject to any Run Dates restrictions on the Order Line. This means you don't have to change all orders that run within that Special Event Template if a Special Event is canceled or changed. **Note:** You must have created a Special Event Template (even if it is simply an empty template) before you can link to that template.



Link to Special Event Example Assume you have an Order-Line that runs only within the HS Footbal-01 special event shown above. You could link this Order Line to that special event, and this Order Line will only run when that special event is scheduled

Special Considerations When Linking an Order-Line to a Special Event:

Run Dates

NL does consider the run dates on the Order Line. **Example**: If you have a customer that only wants to sponsor the Special Event for a month, say 01/01/03 through 01/31/03. Anytime the Special Event runs within the period 01/01/03 through 01/31/03, the linked Order Line will also run. After 01/31/03, even if the Special Event runs, the linked Order Line will not run.

Run Times

NL ignores the RunTimes on any order line linked to a Special Event, but we highly recommend you enter the runtimes as 12:00:00 AM to 11:59:59 PM on any linked order line.

Per Day

Be sure you put the number of spots to be run for ALL days of the week so NL will know how many spots should run when that Special Event runs. If you put 0 under a day that the Special Event runs, no items will be scheduled because NL does not know how many spots to run. **Example**: If 2 spots are to run in a ball game, put 2 as the number of spots for every day of the week.

Other Restrictions

All other restrictions (such as Avail Type Restrictions) apply to linked order lines.

Specifying Filler Material to Auto-Fill Network Breaks

On the Order-Line entry screen, the **Run** field may be set to **Filler-Only**. This is used when you are running programming from a satellite for other network and you need to specify filler items to be used fill **Mandatory** or **If-Used** commercial breaks to exact length if you don't have enough paid spots. You can add these as bonus spots on selected paid orders or you may enter separate orders to run PSA's, promos, etc. as filler material. These items are not counted on Order Confirmations because until a log is generated, NL has no way to know how many items it will schedule to fill any unfilled breaks.

- Filler Items are logged only after all non-filler items are logged [or attempted to be logged and are bumped due to rule violations].
- This only applies to breaks with If-Used Fill-Code and at least 1 regular item logged in the break or Mandatory Fill-Code whether or not any spots are already logged.
- The number of spots per day on the Order-Line is treated as the **maximum** number of items that can be scheduled from the Order-Line as filler for that day.
- If NL does not need the item(s) to fill a commercial break, this Order-Line is not used and nothing from this Order-Line is ever listed in the bumped items list for the log.
- NL will never open a new break and log only filler items in the break unless the break is **Mandatory**.

Spots-Per-Week Schedules

This is an advanced function of NL and should be used with caution.

Normal Scheduling

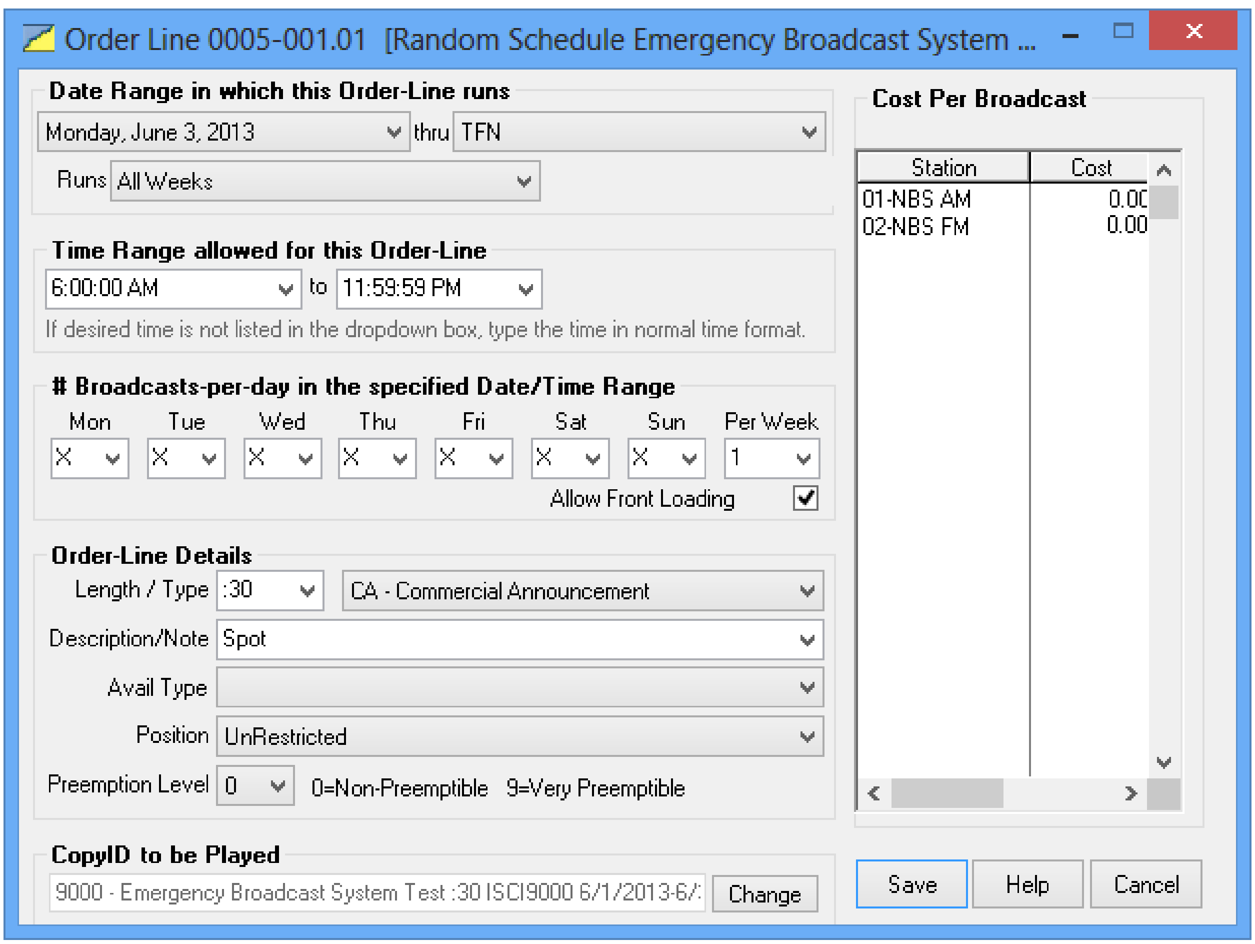
When entering an order most stations tell NL how many spots to run per day within each date/time period. This is Normal Scheduling.

Spots-Per-Week Scheduling Defined

Some stations enter the order line to specify how many spots per week to run but let NL decide how to distribute them within the allowed days. This is done by placing an X in the Spots per day box for any day the spots may run and specifying the total number of spots per week. Unless you use Front-Loading, each day will have an equal probability of being selected. See Order-Line entry.

Allow Front Loading on Order Line

If you use Random-Type Scheduling on an Order Line, specifying the number of spots per week by putting X in the days they can run, you will also be offered the option of whether to allow Front-Loading for that order line. See Front-Loading



Front-Loading

This is an advanced function of NL and should be used with caution.

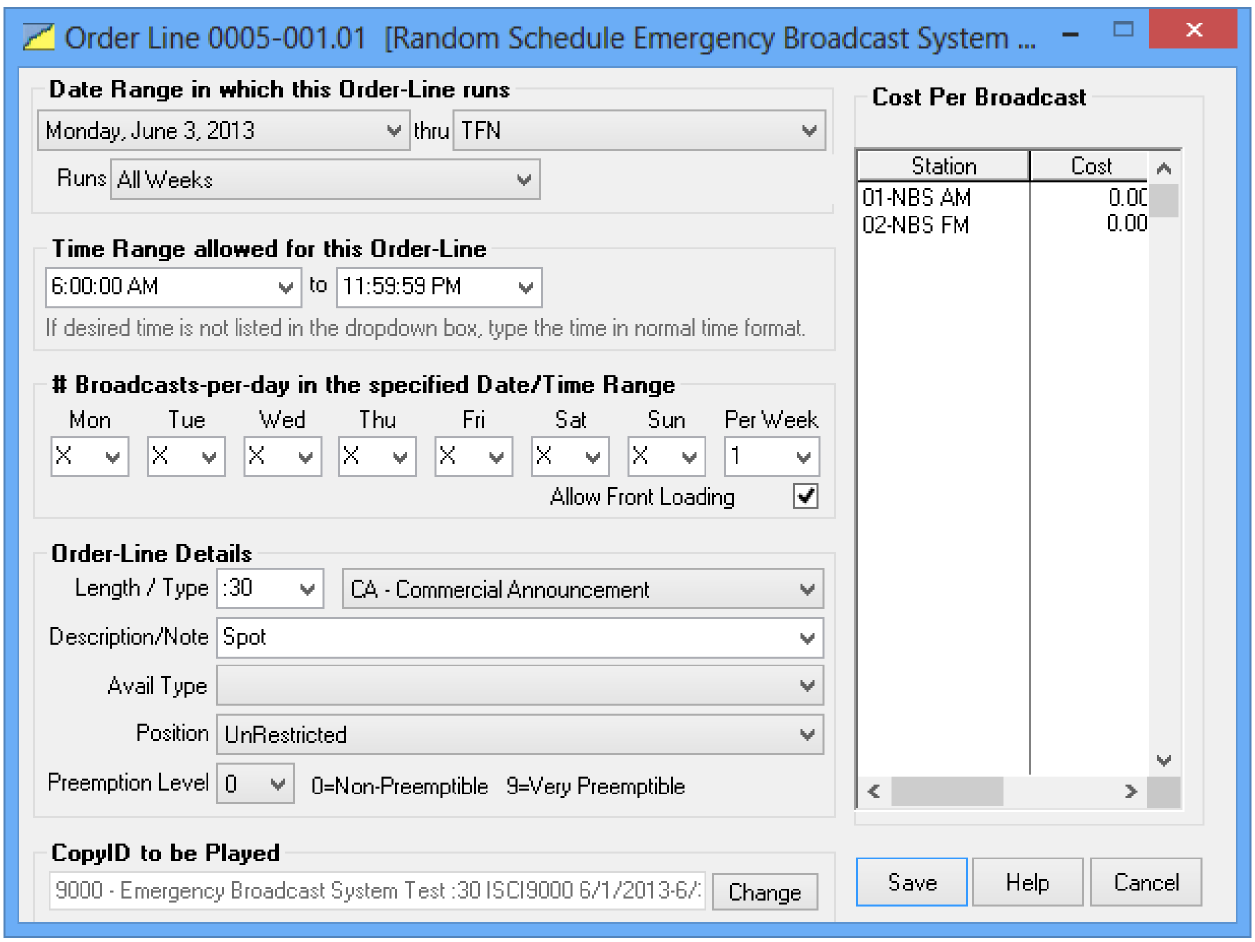
Most stations do not use Front-Loading so you may skip this section. Front-Loading ONLY applies to Spots-Per-Week Schedules, if you specify the number of spots per day on your order lines, this does not apply to you.

Front Loading Defined

Some stations enter order lines as Spots-Per-Week Schedules specifying how many spots per week to run but letting NL decide how to distribute them within the allowed days. Some stations also want to force more spots to be scheduled early in the week, when the load is lighter, so more time will be available later in the week when orders requiring specific days usually run. This is Front-Loading and it only applies to Spots-Per-Week -Type Schedules. If you specify the number of spots per day, this does not apply to you.

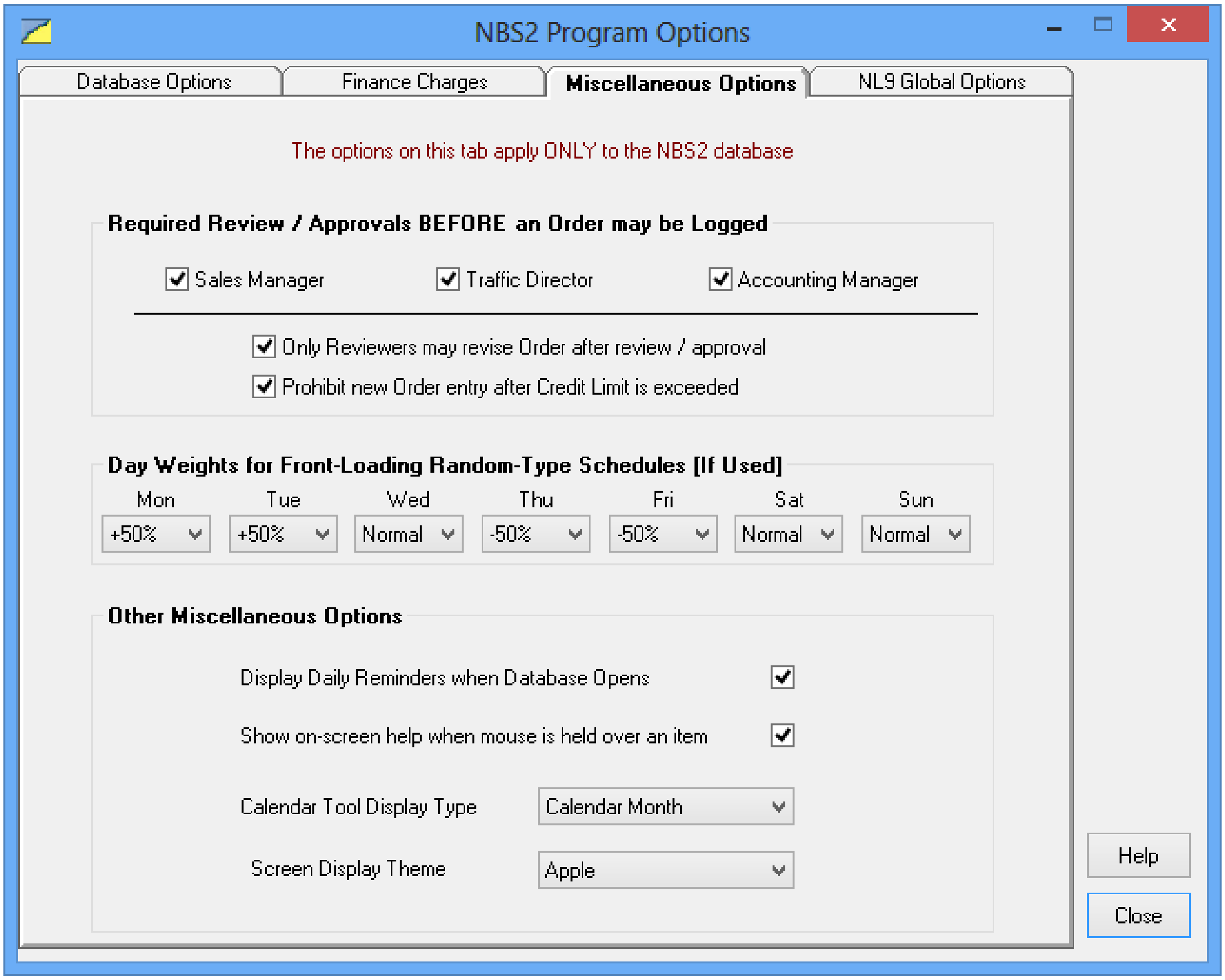
Allow Front Loading on Order Line

If you use Spots-Per-Week Scheduling on an Order Line, specifying the number of spots per week by putting X in the days they can run, you will also be offered the option of whether to allow Front-Loading for that order line. This should **NOT be checked** except if you are using front-loading. Not checking this box gives each day an equal probability of being used. See Spots-Per-Week Schedules.



Day Weights for Front-Loading Spots-Per-Week [Random] Schedules

The amount of Front-Load weighting is set by the user in **[Setup][Administrator Controls][Program Options].** If you do not use Front-Loading, these Day Weights should be set to **NORMAL**. However for those that do use Front-Loading , this option allows you to specify how much front-loading can be done for each day of the week. This can range from -90% to +90%. This is the % change in the likelihood (from normal) that an individual spot (from a Spots-Per-Week schedule) will be scheduled on a given day.



Front-Loading Example

Assume you have Spots-Per-Week schedule to play 6 spots Mon-Fri. Normally each day Mon-Fri would have an equal chance of being scheduled in a given week. Using front loading you can force certain days to have a higher or lower chance of being used.

If you set Mon and Tue to +50% and Thu and Fri to -50%, when NL decides (randomly) what days to use, it will give 50% more probability to Mon and Tue and 50% less probability to Thu and Fri. With a large number of Spots-Per-Week schedules, you'd expect to see about 50% more spots on Mon/Tue and 50% less spots on Thu/Fri (as compared to normal). This is a probabilistic weight NOT absolute!

Macros

This is an advanced function of NL and should be used with caution.

Also see
[Rules Used by NL when Logging Macros](#)
[Scheduling Macros on Order Lines](#)

Macros Overview

In NL a macro does not refer to any "Macros" you may use in your automation. For automation macros, see the section of the NL manual dealing with your specific automation system. In NL, a macro is simply a "multi-event" order line whose events must be scheduled together. This is useful if you sell a customer 2 or more items that need to be scheduled together.

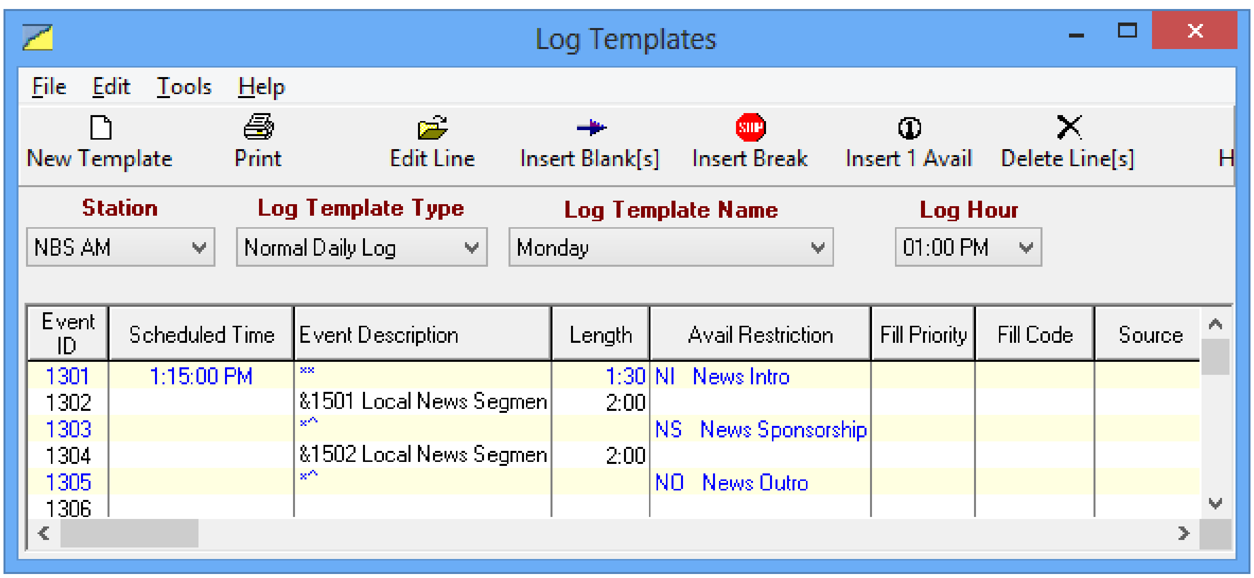
Avail-Types and Macros

You can specify different avail types for each item in a macro. NL always matches avail types between each macro item and avail slots on your log template. This allows you to have automation commands, text, and even other avails (if the avail type does not match the macro item's avail type) skipped by the macro if you set your macro avail types and log templates properly.

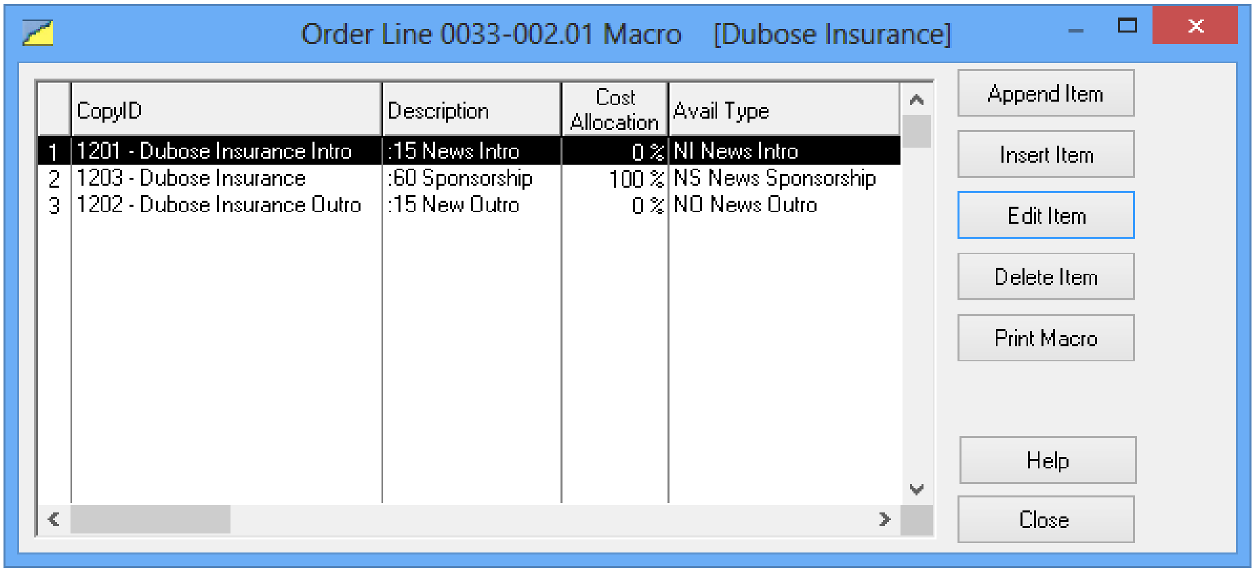
For example, you can create an avail type restriction for the opener billboard of the news and a separate avail type restriction for the news sponsor spot itself and they will be logged correctly even if there are lines of text or unrestricted avails intervening.

Examples Using Macros

Opener/Closer Example Suppose you sell a news sponsorship along with an opener and closer billboards. You could enter a macro order line with 3 items, the opener billboard with an avail type of NO (for news opener) plus the news spot with avail type NS (for news sponsor), then the closer with an avail type of NC. You may use any avail type letters you desire (to prevent non-sponsors from getting these avail slots) but the avail types must match between the order line and the log template. In your log templates you would create a break like the following:

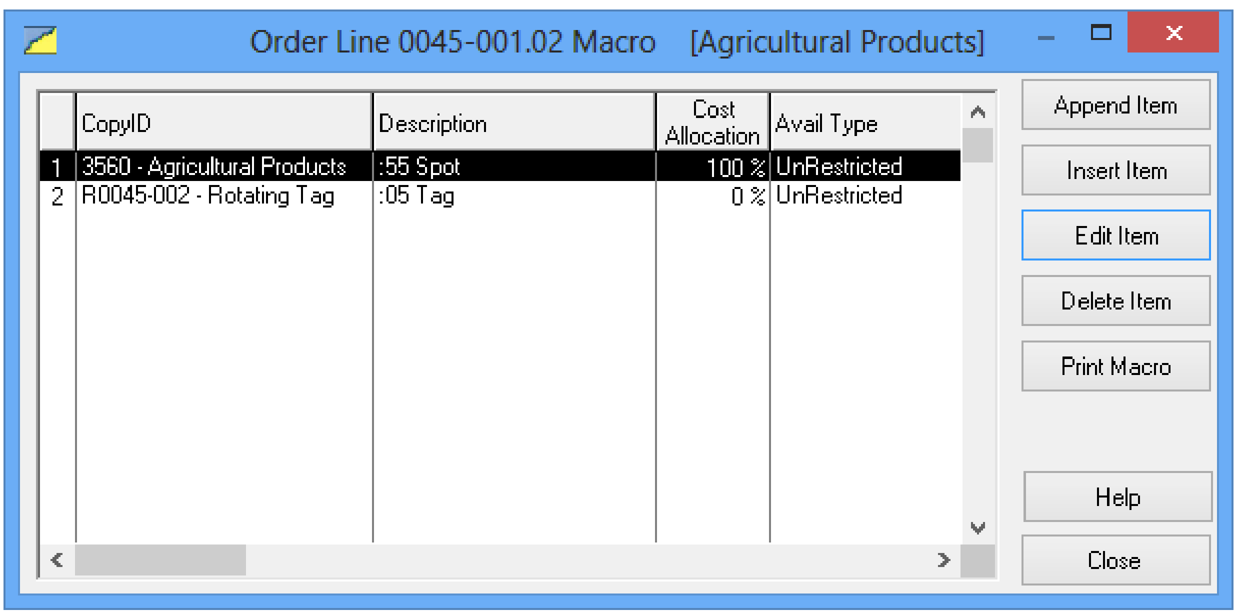


On the order line you'd enter a macro as follows:

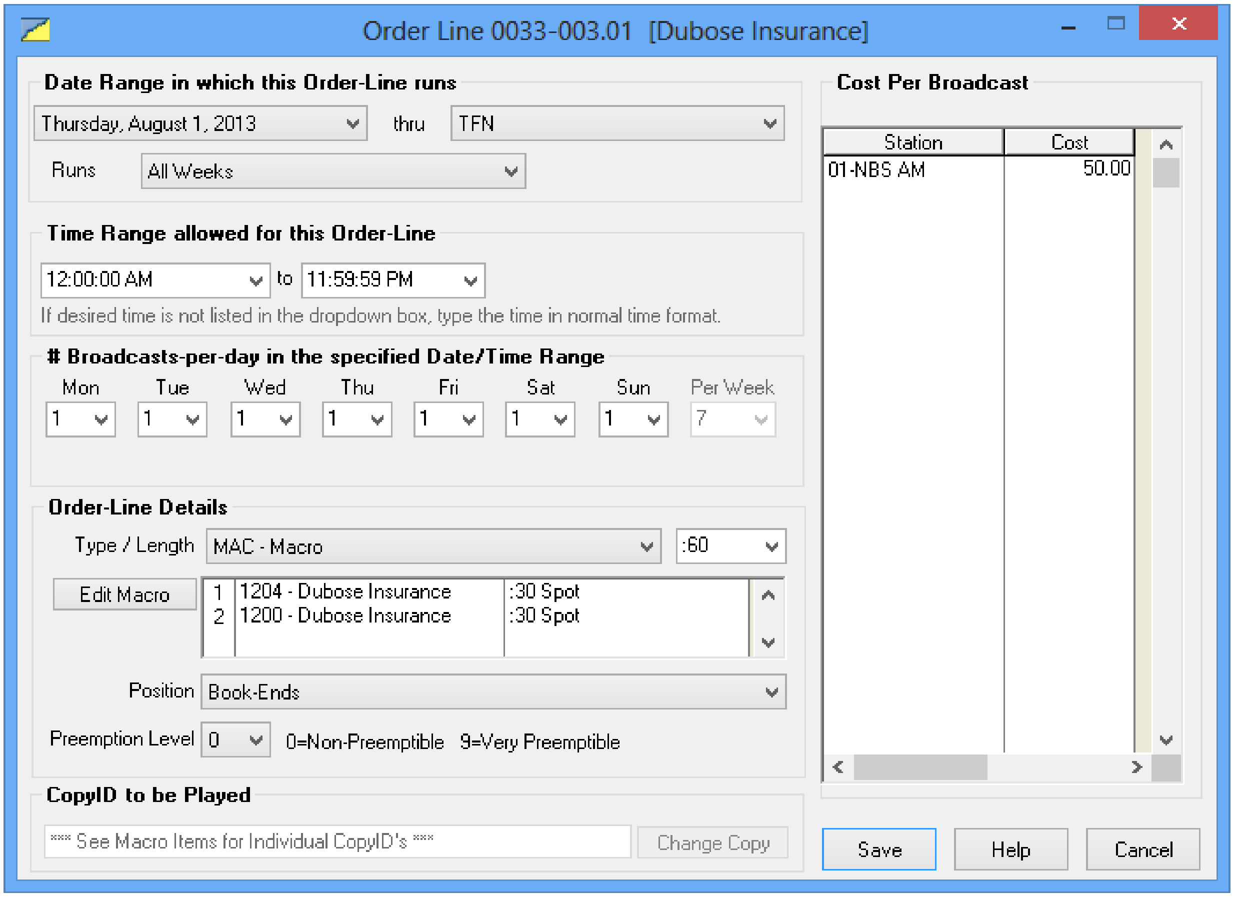


Tag-Rotator Example Suppose your customer wants to run a piece of copy with rotating tags. You could do this without using macros by recording the main copyID plus each tag as individual pieces of copy and scheduling the copy/tag combined items as a copy rotator. This is the easiest way to rotate tags.

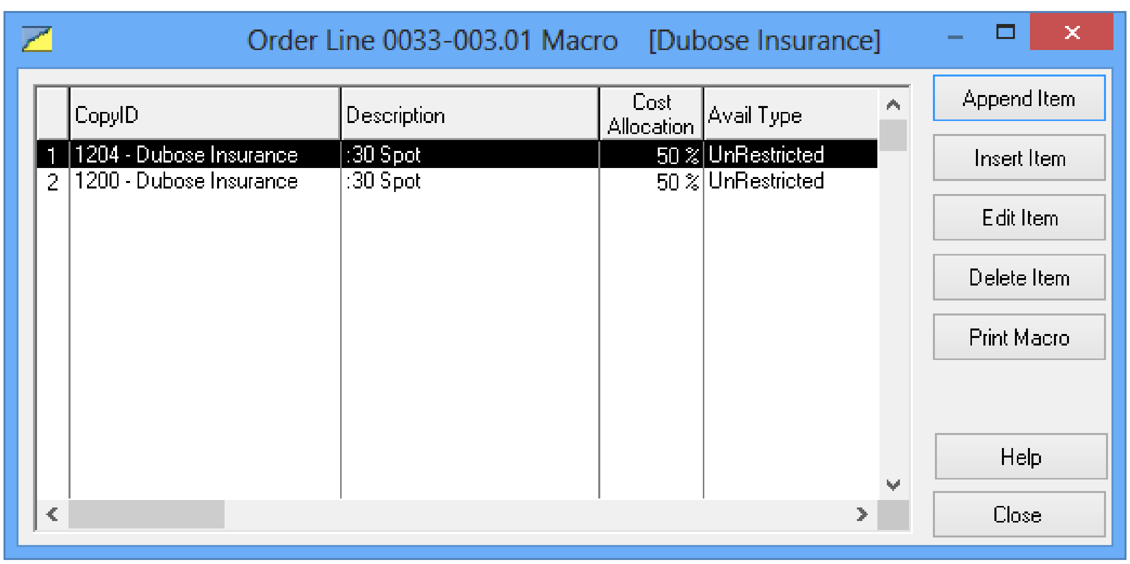
If instead you wanted to record the main copy only once and the individual tags by themselves, you could use macros to combine them together during log generation. You'd enter a 2-item macro order line with the CopyID of the main spot as one item in the macro, and the copyID of a copy rotator containing the tags to be rotated as the second item in the macro. Whatever you use as description will appear on the log and invoice/affidavit.



Book-Ends Example Suppose you sell a customer book-ends, allowing them to split their spot and have part run at the top of the break and the remainder run at then end of the break. You could enter a 2-item macro order line with the order line position restriction set to book-ends.



The 2 items in the macro would be the portion of the spot to run first, then the portion to run last in the break. The description can be anything you want. You don't need to use the word 'bookend' in the description, but whatever you use as the description will appear on the log and invoice/affidavit.



Rules Used by NL When Logging Macros

This is an advanced function of NL and should be used with caution.

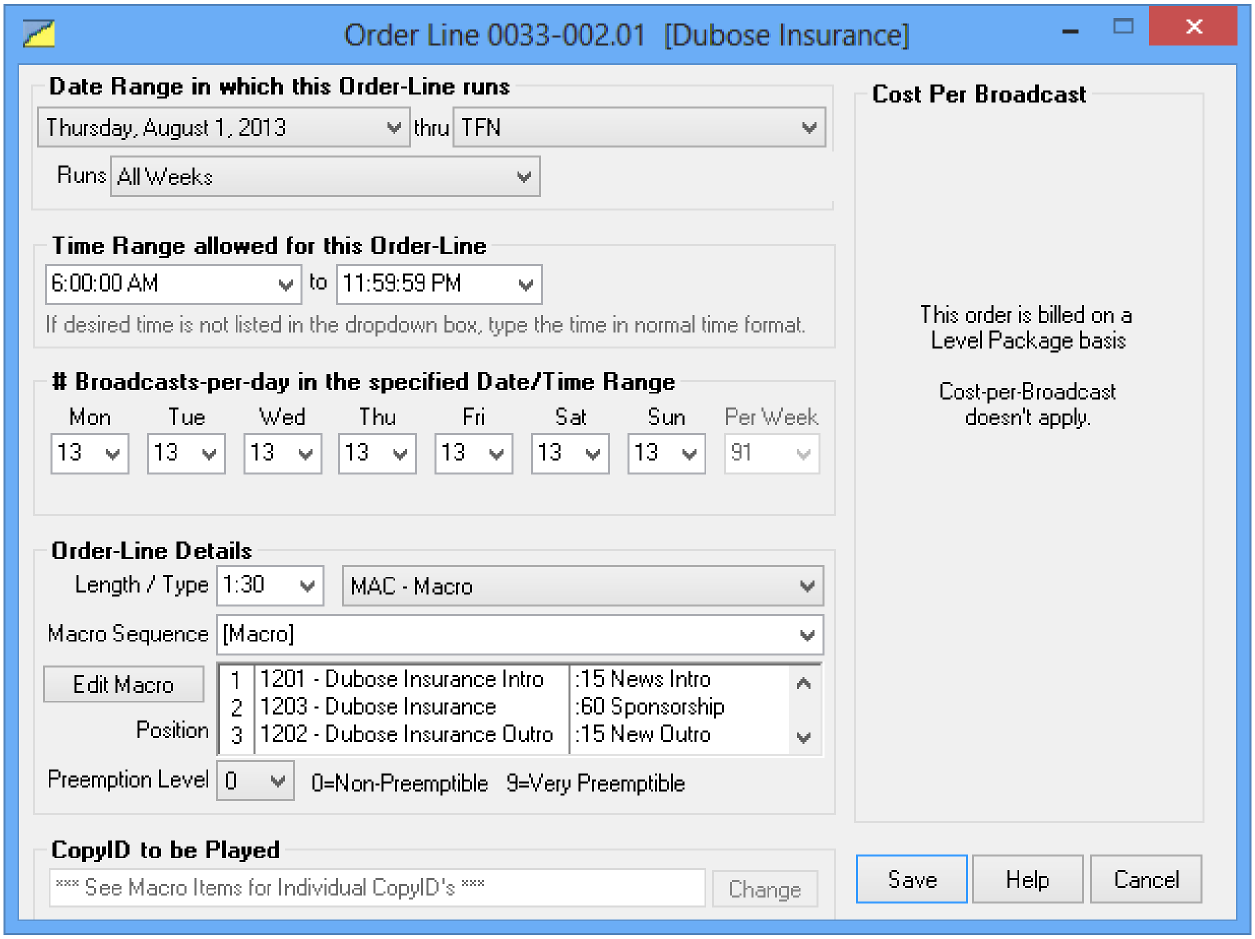
When NL sees a macro is scheduled on an order line [that is, **MAC** is the LogType], it follows a specific sequence of rules to properly log the macro.

- NL starts at the top of the macro and runs all normal tests to see if the first item can be logged. These tests include position restrictions, product separation, customer and order separations, time windows, position, and avail types (if specified).
- Once the first item in the macro passes all tests for an avail slot, NL then continues down the macro list and tests to see if the remaining macro items can be logged into the same break. NL does no testing on these subsequent macro items except for avail type testing (if specified) and time window testing. This continues until the macro is completely tested.
- When testing the 2nd and subsequent macro items, NL finds the next avail slot in the same break that satisfies the avail type restriction and time window for each macro item. It will skip avail slots for which the avail type does not match the avail type of the macro item. If there is not an avail in the same break matching the avail type for the macro item, NL does not log anything from that macro in that break and starts over testing the first macro item in the next break.
- Once NL is satisfied that the entire macro can be scheduled within the break, it then logs the macro items into the avail slots.
- If the entire macro cannot be logged into the break due to lack of avail slots with matching avail types, NL moves on to the next break and tests it.

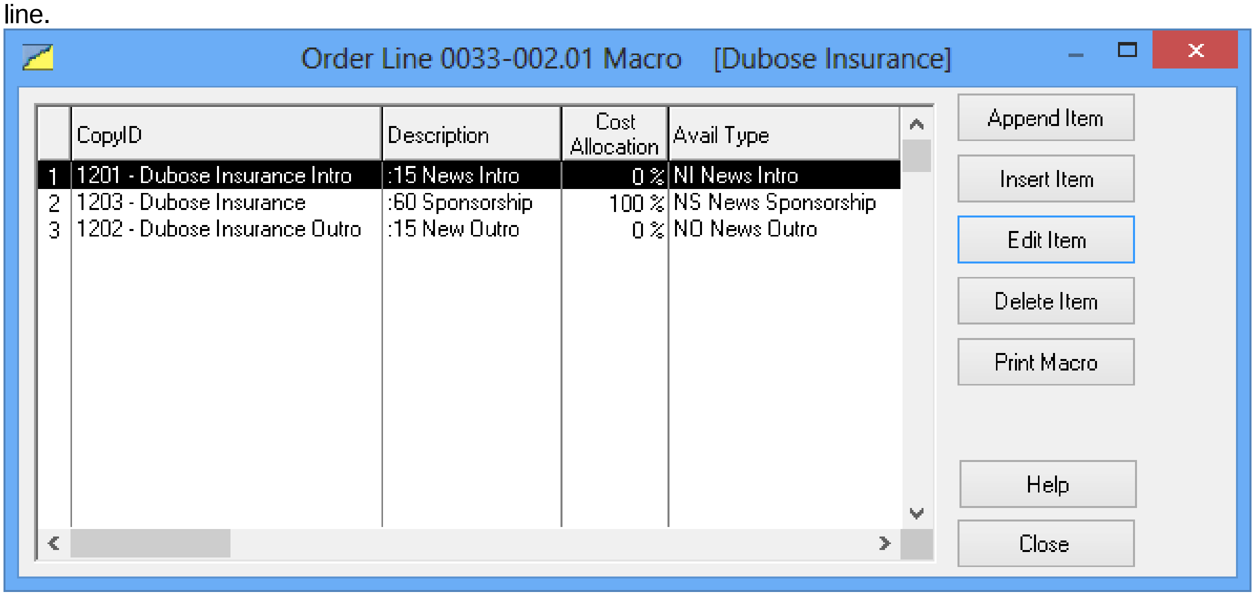
Also see
Macro Overview and Examples
Scheduling Macros on Order Lines

Scheduling Macros on Order Lines

This is an advanced function of NL and should be used with caution. To schedule a macro order line in NL, during order line entry select **MAC - Macro** as the LogType.

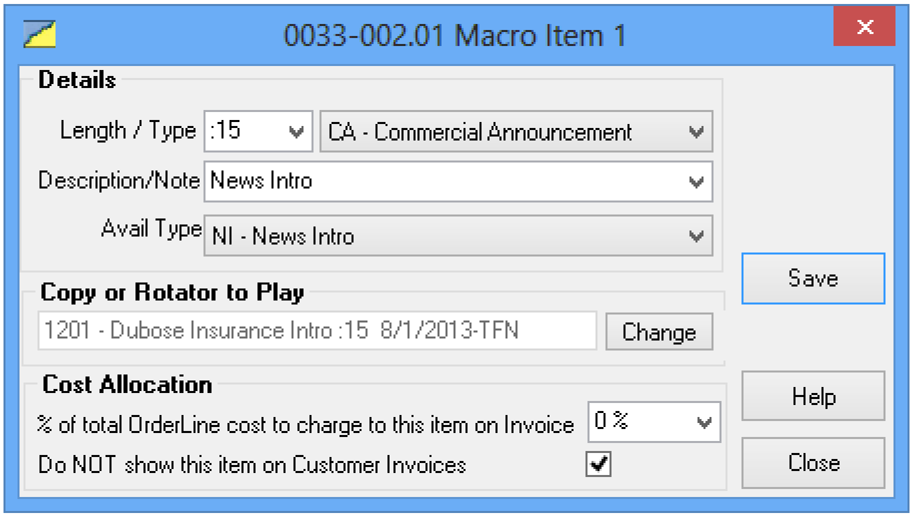


Then click the **[Edit Macro]** button to view and edit the macro events to be scheduled together for that one order line.



For each item in the macro, you specify:

- Length of the item
- LogType of the item
- Item description/note
- Avail Type restrictions (if needed)
- CopyID
- Cost Allocation



Cost Allocation

For Per-Broadcast billable orders, you need to tell NL how to allocate the total order line cost between the individual items in the macro. Most often 100% of the cost is charged to one of the items and 0% to the rest of the item(s) in the macro, but the choice is yours. The total allocation % for all items in the macro <u>must</u> equal 100%.

Do NOT Show This Item on Customer Invoices

Only on items for which you show 0% cost allocation you can also check this box to prevent this logged item form appearing on the customer's invoice. This is useful for scheduling automation commands or other items linked to the spots that you don't want the customer to see on their invoice.

Also see

Rules Used by NL when Logging Macros
Macro Overview and Examples

Special Event Templates

The Special Log Templates are useful for those stations that run programming that often changes times and days, such as sports programming. These Special Event Templates have the same formatting as regular Log Templates but they apply to less than a full day and may be scheduled to replace the regular Log template on any given date and time. During the period these special templates are scheduled, the regular Log Template for a day is not used. Order Lines may be linked to the Special Event Template so the order line runs anytime the special event is scheduled.

Special Events Templates were known as "Program Blocks" in NL-DOS. The NL Special Events Templates work just like the NL-DOS program blocks but with added functions like:

- You can pre-schedule the Special Events without the need to create a Special Log Template for each date. You just schedule the dates and times a Special Event template is to run and NL handles all the copying and overlaying of the template into the Log Template for that day when it generates the log.

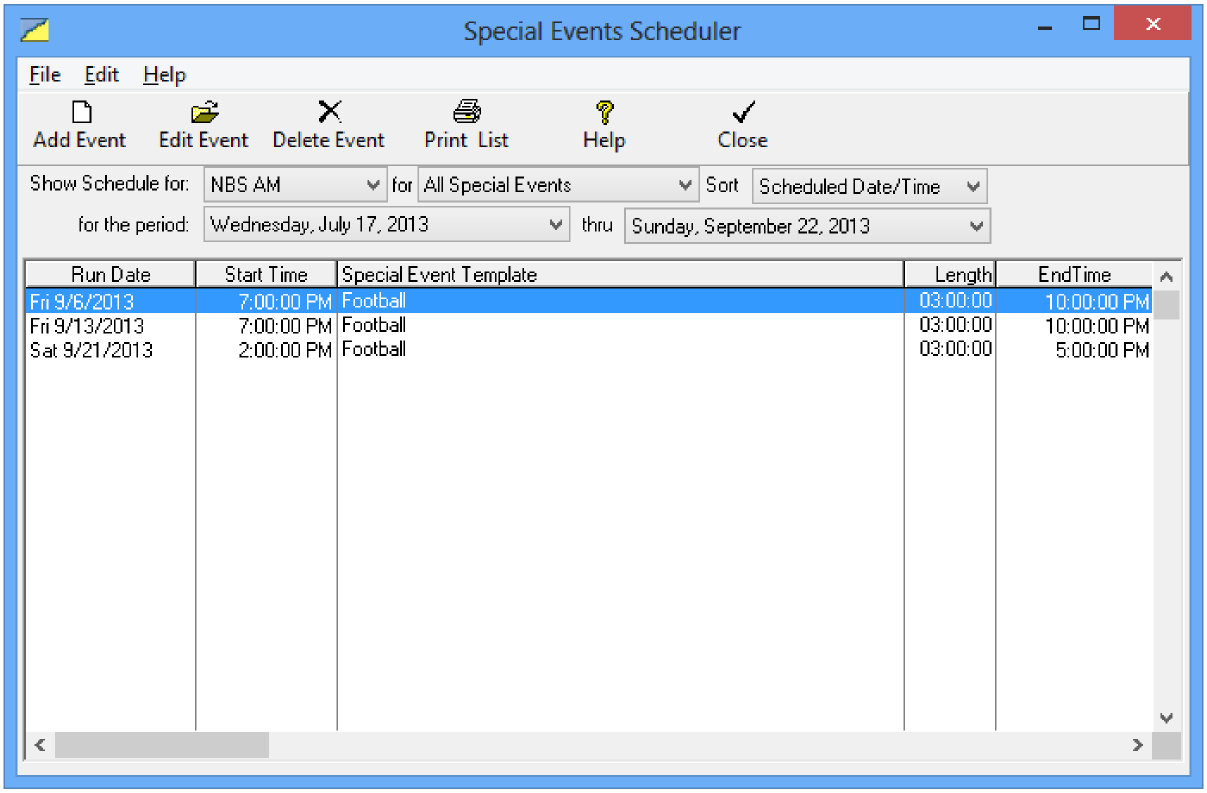
- You can "Link" an order line to a Special Event Template and that order line automatically runs anytime that Special Event is scheduled to run. This means you don't have to change all orders that run within that Special Event Template if the event is canceled or changed. See linking an Order Line to a Special Event Template.

Scheduling Special Event Templates

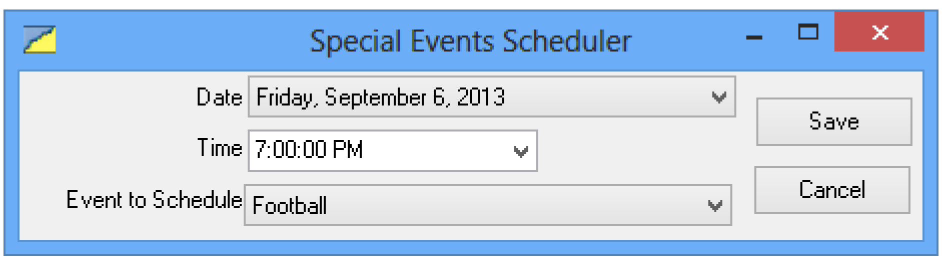
From the NL main menu select **[Traffic]** you may select the **[Special Events Scheduler]** function. You can select the station and date range to display. Each station has its own Special Events Schedule. Click the **[Add Event]** button to add a new event to the schedule. You will need to provide the date and time and then name of the Special Event Template to use.

> **Note:** You must have created a Special Event Template (even if it is simply an empty template) before you can schedule that template. See creating a Special Event Template.

WARNING: NL allows scheduling a Special Events Template to start at a time [and with a length] that causes it to continue past 11:59:59 PM. However the "past midnight" events will appear after the 11PM hour in the log for the date on which in Special Event began. This MAY create unwanted results in your automation system, particularly if there are any "timed events" in the template that occur past midnight.



Click the **[Add Event]** button to add a new event to the schedule. Click **[Edit Event]** to change an existing event. You will need to provide the date and time and then name of the Special Event Template to use.



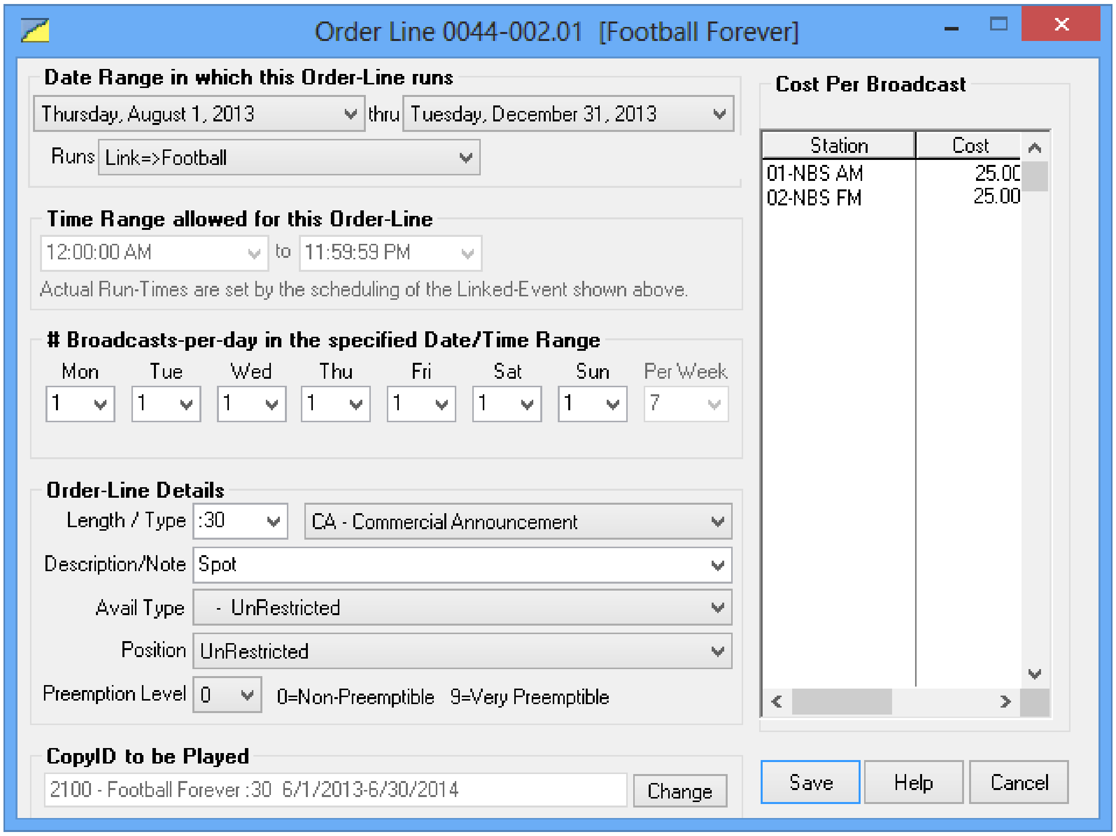
Note: You must have created an empty Special Event Template (even if it is simply an empty template) before you can schedule that template. See creating a Special Event Template.

Linking Order Lines to Special Event Templates

You can "Link" an order line to a Special Event Template and that order line will automatically run anytime that Special Event is scheduled to run, subject to any Run Dates restrictions on the Order Line. This means you don't have to change all orders that run within that Special Event Template if a Special Event is canceled or its date/time is changed.

Linking an Order Line

In the Order Line Entry, there is a field labeled **Runs** which usually says **All Weeks**. This same field can be used to select alternating weeks or to Link that order line to a Special Events Template. To link that Order-Line to a Special Event Template, use the **Runs** dropdown box to select the entry labelled **Link=>** followed by the Special Event Template to which that Order Line is to be linked.



Note: You must have created an empty Special Event Template (even if it is simply an empty template) before you can link to that template. See creating a Special Event Template.

Special Considerations When Linking an Order Line to a Special Event:

Run Dates
NL does consider the run dates on the Order Line.
Example:
Suppose you have a sponsor that only wants to sponsor the Special Event for a month, say 01/01/03 through 01/31/03. Anytime the Special Event runs within the period 01/01/03 through 01/31/03, the linked Order Line will also run. After 01/31/03, even if the Special Event runs, the linked Order Line will not run.

Run Times
NL ignores the RunTimes on any order line linked to a Special Event, but we highly recommend you enter the runtimes as 12:00:00 AM to 11:59:59 PM on any linked order line.

 # Per Day
Be sure you put the number of spots to be run for ALL days of the week so NL will know how many spots should run when that Special Event runs. If you put 0 under a day that the Special Event runs, no items will be scheduled because NL does not know how many spots to run. **Example**: Suppose 2 spots are to run in a ball game, put 2 as the number of spots for every day of the week.

Other Restrictions
All other restrictions (such as Avail Type Restrictions) apply to linked order lines.

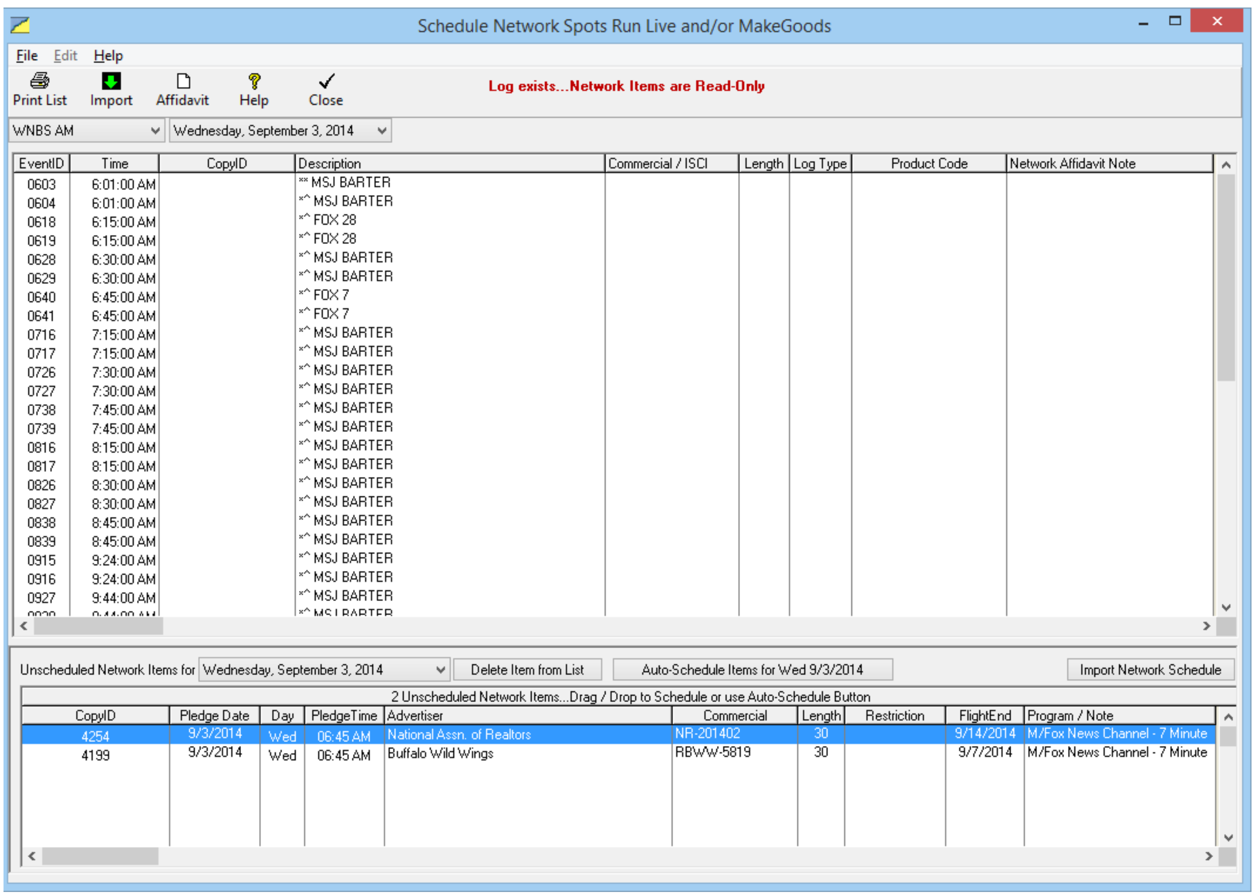
Inserting Network Spots on a Log

This section of the Natural Log System is useful for those stations that have one or more satellite networks and must run network spots either live or as make-goods. This section allows you to to import your network spots from Premiere Radio Networks to enter lists of network spots to be logged. **This can only be done __before__ the log is generated.** When NL generates the log for that day, it automatically inserts these spots on the log. Also, if you entered the product codes for the network spots (this is optional), NL will protect your local spots from competing network spots.

Opening the Network Spot Log for a Date

From the NL main menu select **[Traffic]** you may select the **[Network Spots]** function. You can select the station and date to display. Each station has its own network logs. NL will scan the log template for the selected date and will generate a log with only the network avails from that log template. (If you previously made a "special" log template for the date specified, it will use this special template, not the regular log template for the day of the week.)

Note: This section of NL looks for commercial avails on your log templates designated with a source of **Network**. It will not insert local spots in these network avails nor will it insert network spots in your local avails. See Log Templates before you try to use this Network Spots section the first time.

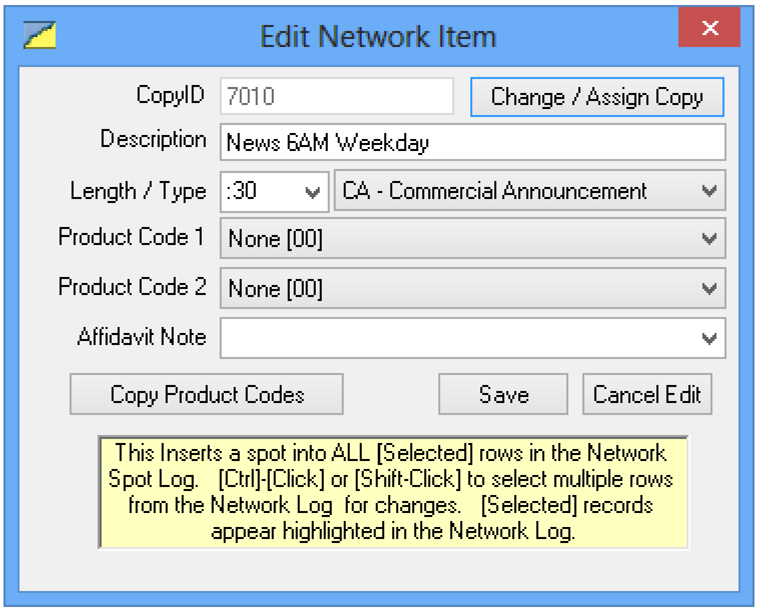


Entering the Network Spots

The easiest way to enter network spots is to create "copy" for each network spot in your NL Copy Manager. Then all you need do is type the CopyID in the Network spot file and NL will fill in the description and length. Enter LIVE in the Network Affidavit Note column if the spot runs live from the network and no local audio needs to be run. When generating the actual station log, NL will assume all avail lines with no CopyID are unused and will leave them blank on the log too.

Entering the same Network Spot on Multiple Lines

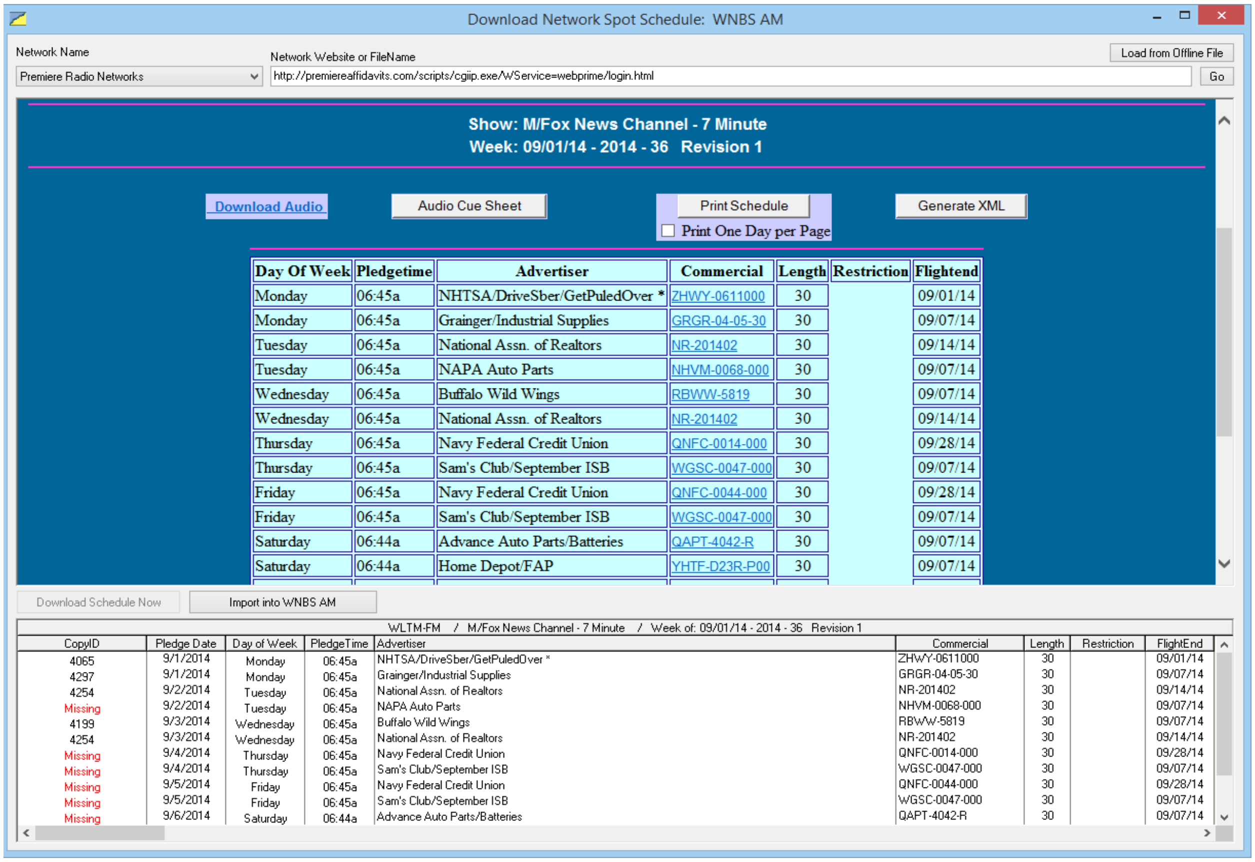
If the same Network Spot runs multiple times in the same day, NL allows you to simultaneously enter that spot on multiple lines in the Network Spot log. Select all lines to which the same spot is to be inserted by using **[Ctrl][Left-Click]** to select and highlight the lines. Then click **[Edit] [Mass Insert]** from the menu. You can specify the CopyID to be inserted into all highlighted lines at one time.



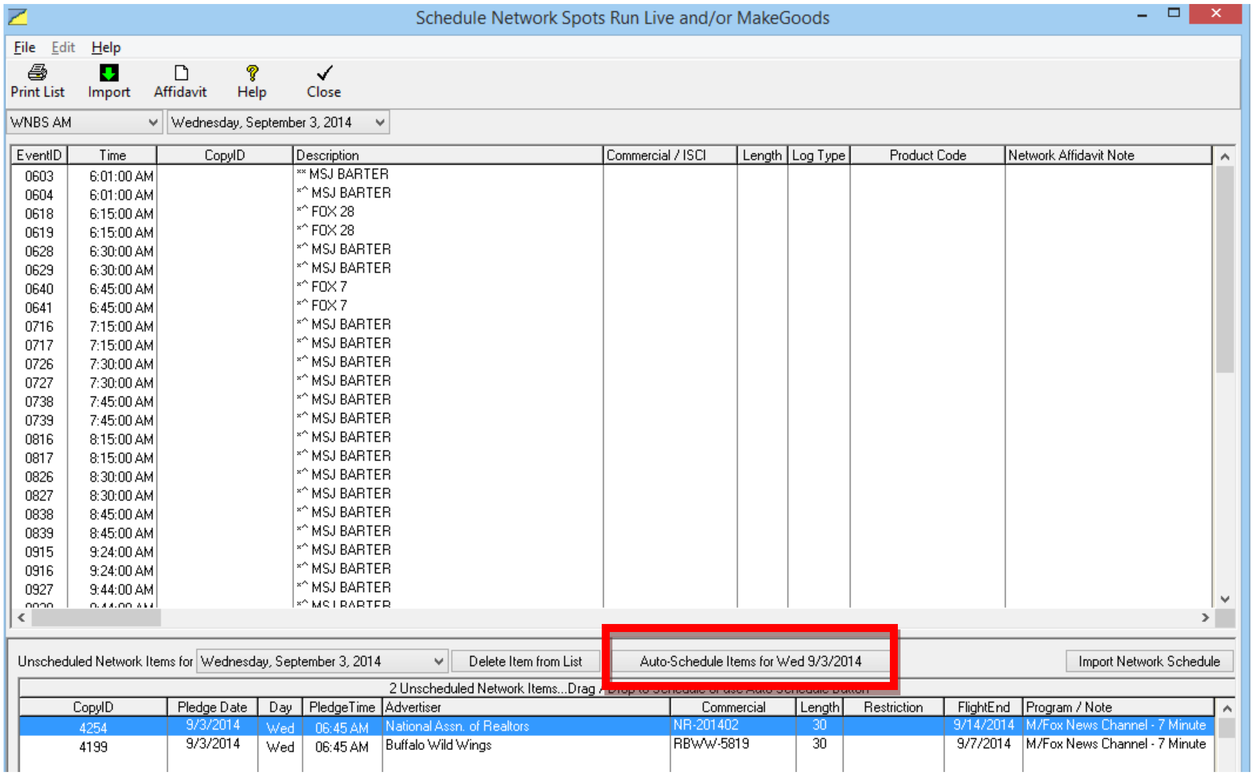
Download & Auto-Schedule Network Spot Schedules

Premiere Radio Networks is supported.

1. From the "**Schedule network spots**" screen shown above, click **[Import]**
2. Select the Network that you are downloading from and log in with your username and password.
3. Navigate to the schedule are in the website
4. Select the spot schedule to download and select **[Download Schedule Now]**



5. You can then select **[Import into Station]** and the listed items will be imported into the "**Unscheduled Network Spots**" for the selected station and time period.
6. You can then log them manually as described above or click **[AutoSchedule Items]** as shown below.



Auto-Schedule WARNING: Network items can be auto-scheduled only if item has been assigned a valid CopyID in Natural Log. Otherwise it just shows as CopyID "**missing**" and will not auto-schedule.

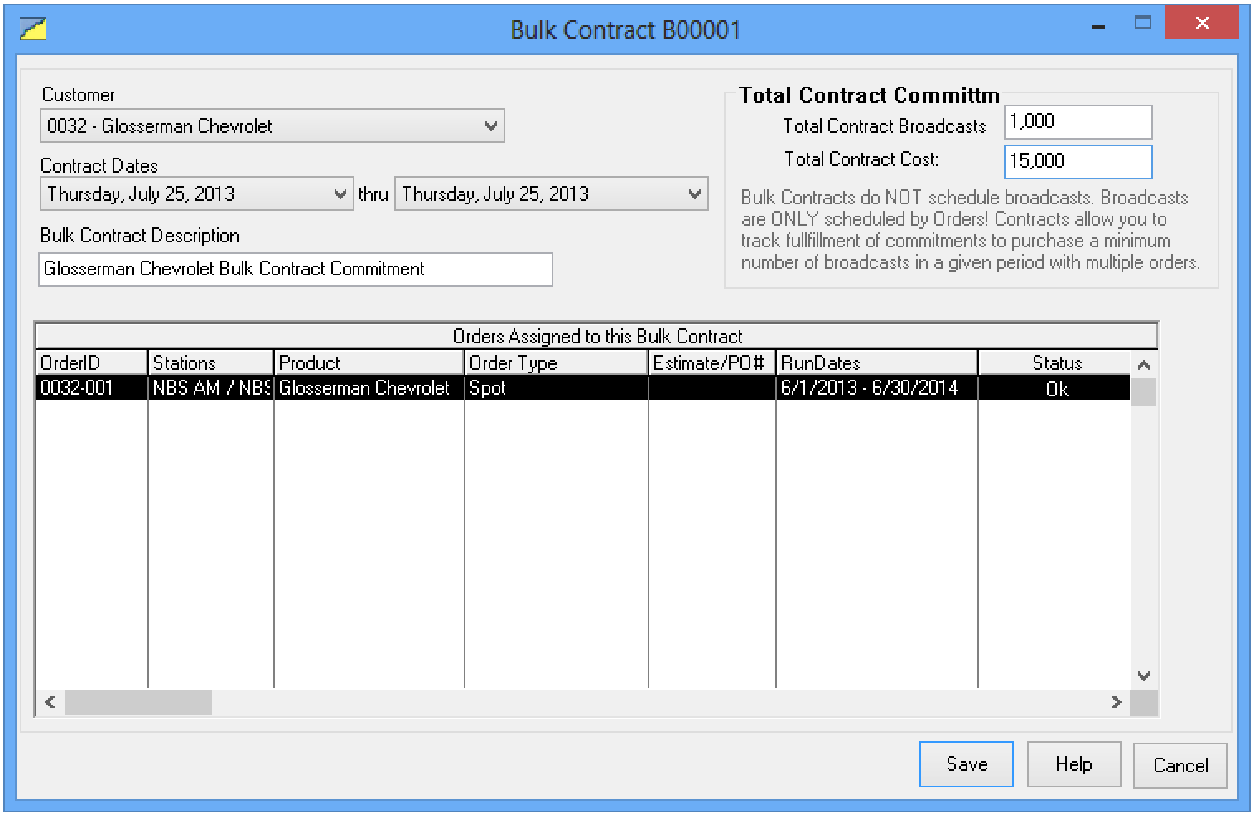
Printing a Network Affidavit

Later, after the log is generated (and reconciled/corrected, if necessary), you may use the **[[Traffic][Network Spots][Network Affidavit]** function to get a printout of the network spots which ran on the log for a period of dates. This will help you in filling out the network affidavits of performance.

Bulk Contracts

Bulk Contracts are not normally needed to run NL. NL Bulk Contracts are used only to track customer's fulfillment of an agreement to buy a certain number of spots within a given period.

- In NL, these bulk contracts do not actually schedule any spots.
- Spots are only scheduled from broadcast orders



Entering / Editing Bulk Contracts

To enter a Bulk Contract, open the customers account in **[Traffic][Customer Browser]**, then click the **[Orders]** menu and select **[Bulk Contracts].** All Bulk Contracts for that customer will be listed. You can open an existing contract to edit it or enter a new contract. For each bulk contract you must enter:

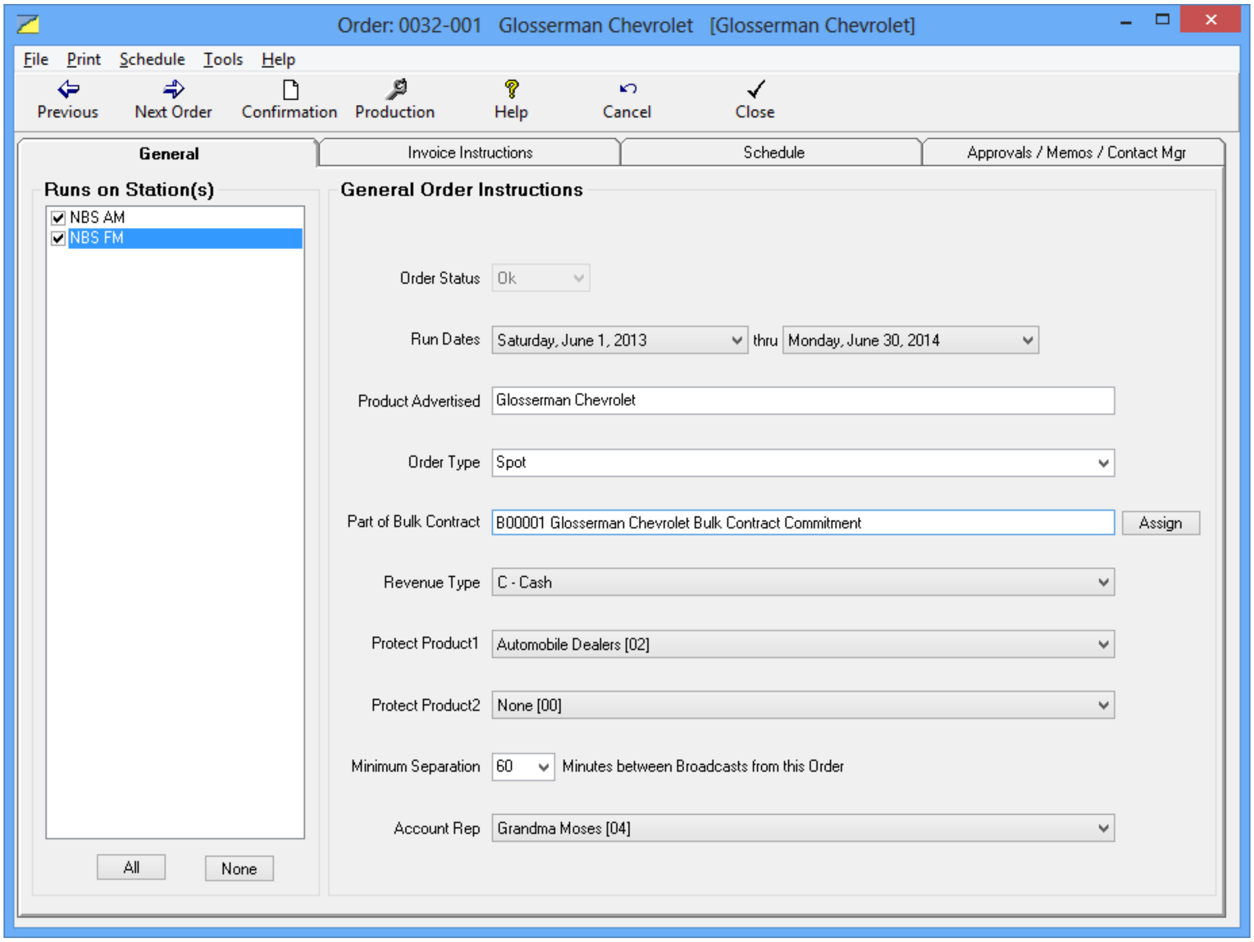
- **Customer**
- **Start Date**
- **End Date**
- **Total ## of Broadcasts contracted**
- **Cost of Broadcasts contracted**

When you open an existing Bulk Contract, all orders assigned to that contract will be listed on-screen.

Applying Orders to Bulk Contracts

When entering actual broadcast orders that apply to a Bulk Contract, simply attach the broadcast order to the Bulk Contract by clicking the **[Assign]** button to the right of the bulk contract dropdown box on the order entry screen. Select the customer and bulk contract ID, then click the **[Apply Order to Selected Contract]** button.

You can apply an order from one customer to the Bulk Contract of another customer in situations in which you allow more than one customer to share a bulk.



Bulk Contracts Fulfillment Reports

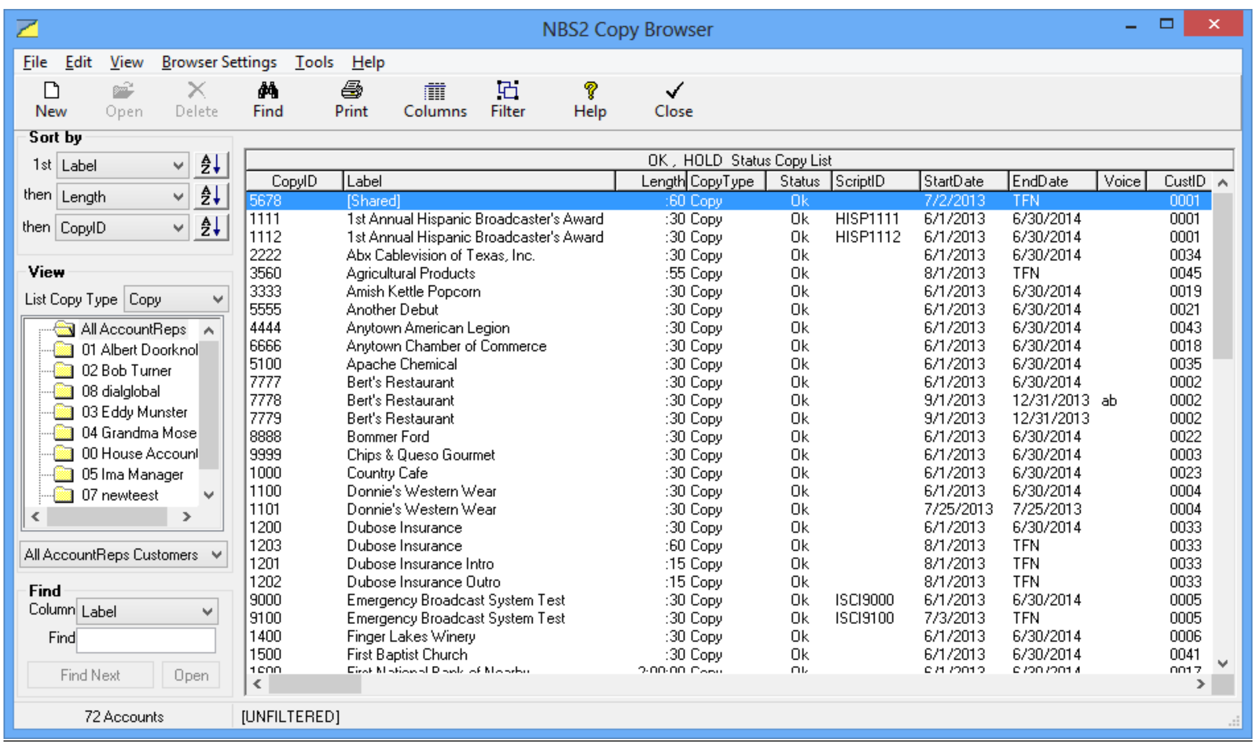
You can generate a Bulk Contract Fulfillment report at any time showing how many spots have been ordered or invoiced toward fulfilling the contract.

Copy Manager

Warning! The Copy manager never, by itself, causes anything to be logged. All the NL Copy manager does is display all CopyID's that have been created in the Natural Log Database that are available to run when an order calls for items to be logged. See **Broadcast Orders** for details of order entry!

Automation Warning Natural Log allows CopyID's of 1 to 20 characters [letters and/or numbers] to uniquely identify a piece of copy in NL and in your automation system. Some automation systems have additional restrictions. See your automation manual and automation in this manual for more information.

[Traffic][Copy Manager] list is displayed on a browser screen that can be configured, sorted, and filtered as desired. See Browsers. You can also access the Copy for any customer on the **Copy Manager** tab on the Customer Screen. CopyID's are specified for each order line during order entry

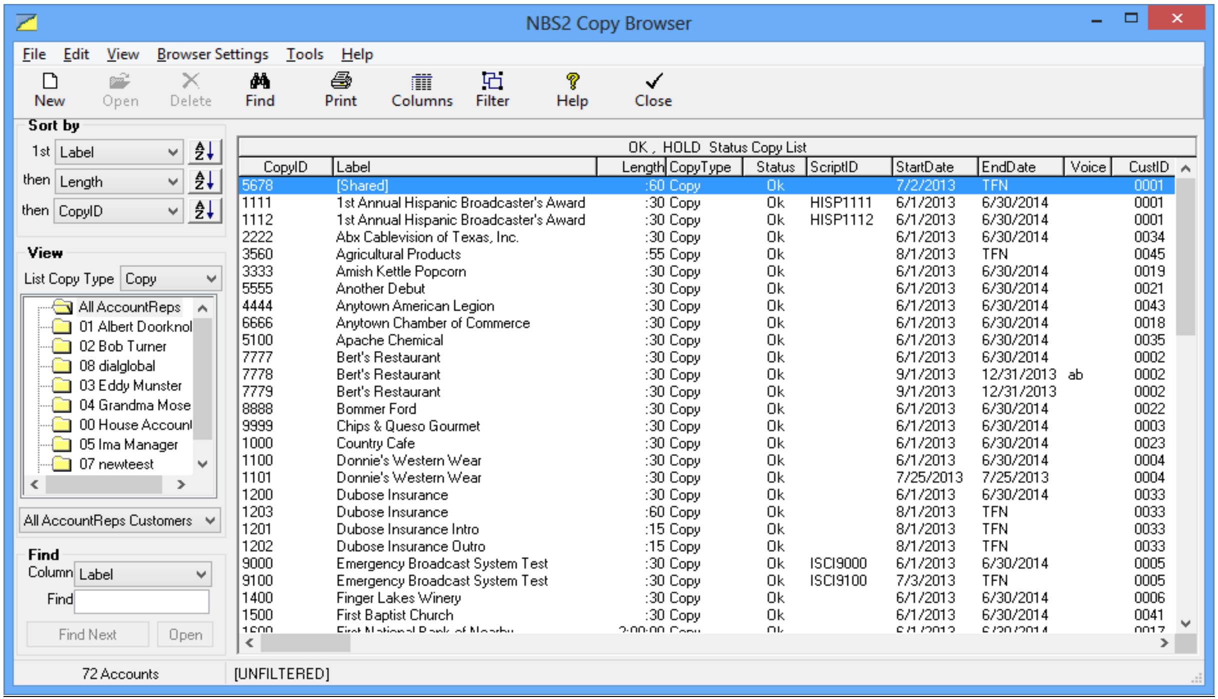


Copy Types

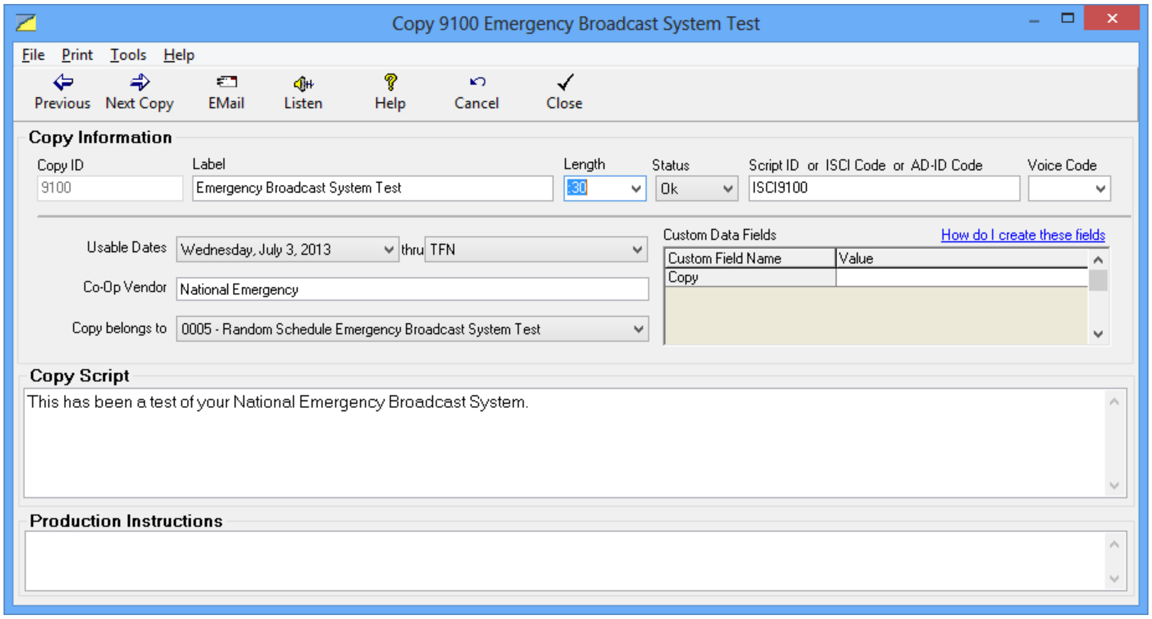
Normal Copy, Rotator, Packet, and Schedule. Also see Complex Copy scheduling examples.

Entering New Copy and Editing Copy

The NL Copy Manager is accessed through the NL main menu under the **[Traffic][Copy Manager]** menu. You can also access the Copy for any customer on the **Copy Manager** tab on the Customer Screen. This section of NL allows you to manage your copy. CopyID's are specified for each order line during order entry.



To create a new Copy item, click the **[New]** button or to edit an existing Copy item, click the **[Open]** button or double click the Copy listing. The following fields are available for each piece of Copy. To duplicate or rename a Copy item click the **[Open]** then after the Copy is displayed click **[File][Rename Copy]** or **[File][Duplicate Copy]**.



CopyID

In the Copy manager, enter up to 20 alphanumeric characters used to uniquely identify a piece of copy within the NL system. This CopyID is attached to the order lines so NL knows which copy to schedule. This must exactly match the ID given the same audio cut in your automation system. **You must use the same Copy numbering/naming convention as used in your automation system**. Some automation systems have additional restrictions. Also see scriptID.

Copy Type

NL allows you to use 4 types of Copy items. Each piece of copy may be **Normal Copy**, **Packet**, **Schedule,** or **Rotator**. See Copy Types for more details and examples. You cannot change an existing piece of copy from one Copy type to another. You must delete it and reenter it.

Label

In the Copy Manager, enter up to 100 alphanumeric characters used to specify what is listed on the NL log as a description whenever this Copy is scheduled.

Co-Op Vendor

In the Copy Manager, enter up to 40 alphanumeric characters used to specify the name of the vendor for whom the Co-Op is being billed. For example, if you are doing a Co-Op script for a Johns' Tractor Store and Deere tractors is the Co-Op vendor, you'd enter Deere Tractors here.

ScriptID / ISCI Code

In the Copy Manager, enter up to 20 alphanumeric characters used by your customer to identify a script. If a scriptID is entered in the Copy Manager, this is the ScriptID shown on invoices/affidavits in lieu of NL's internal CopyID. This is also where an agency's ISCI code may be entered if needed.

Usable Dates

In the Copy Manager, enter the StartDate and EndDate (TFN is acceptable) of the period in which the Copy may be used. This does not schedule the Copy. Only Broadcast Orders may schedule Copy. If this Copy is scheduled by a Broadcast Order outside of this date window, it will schedule but a warning is generated on the NL log editor.

Copy Belongs To

In the Copy Manager, this specifies the customer that "owns" the Copy. If any Broadcast Order from another customer tries to schedule this Copy, it will schedule but NL will list it as a Copy Error in the Log Editor showing that it belongs to the wrong customer. You can assign the Copy to "Shared Copy" only if you want more than one customer to be able to use the Copy without generating errors in the NL log.

Length

In the Copy Manager, this length is formatted as :ss, m:ss, or mm:ss. If this length does not match the length specified on the Order line from which it is scheduled, NL will list it as a Copy Error in the Log Editor.

Voice [Optional]

In the Copy Manager, you may enter up to 3 letters to identify the voice used on the Copy. If entered and if you have selected **[Prohibit Same Announcer Voice back-to-Back]** in NL **[Setup][Administrator Controls][Station Settings]** NL will protect the voice from appearing back-to-back with itself when the log is generated. Note: If you are using a Rotator, Schedule or Packet, the Voice ID is tested on the Rotator, Schedule or Packet assigned to the order line, and is not tested for the Voice ID on individual copies within the Rotator, Schedule or Packet.

Status

In the Copy Manager, if the Copy status is set to **Hold** and a Broadcast Order schedules this Copy, it will schedule but will generate a Copy Error in the NL log editor. This is useful if you are awaiting Copy to be delivered.

Script

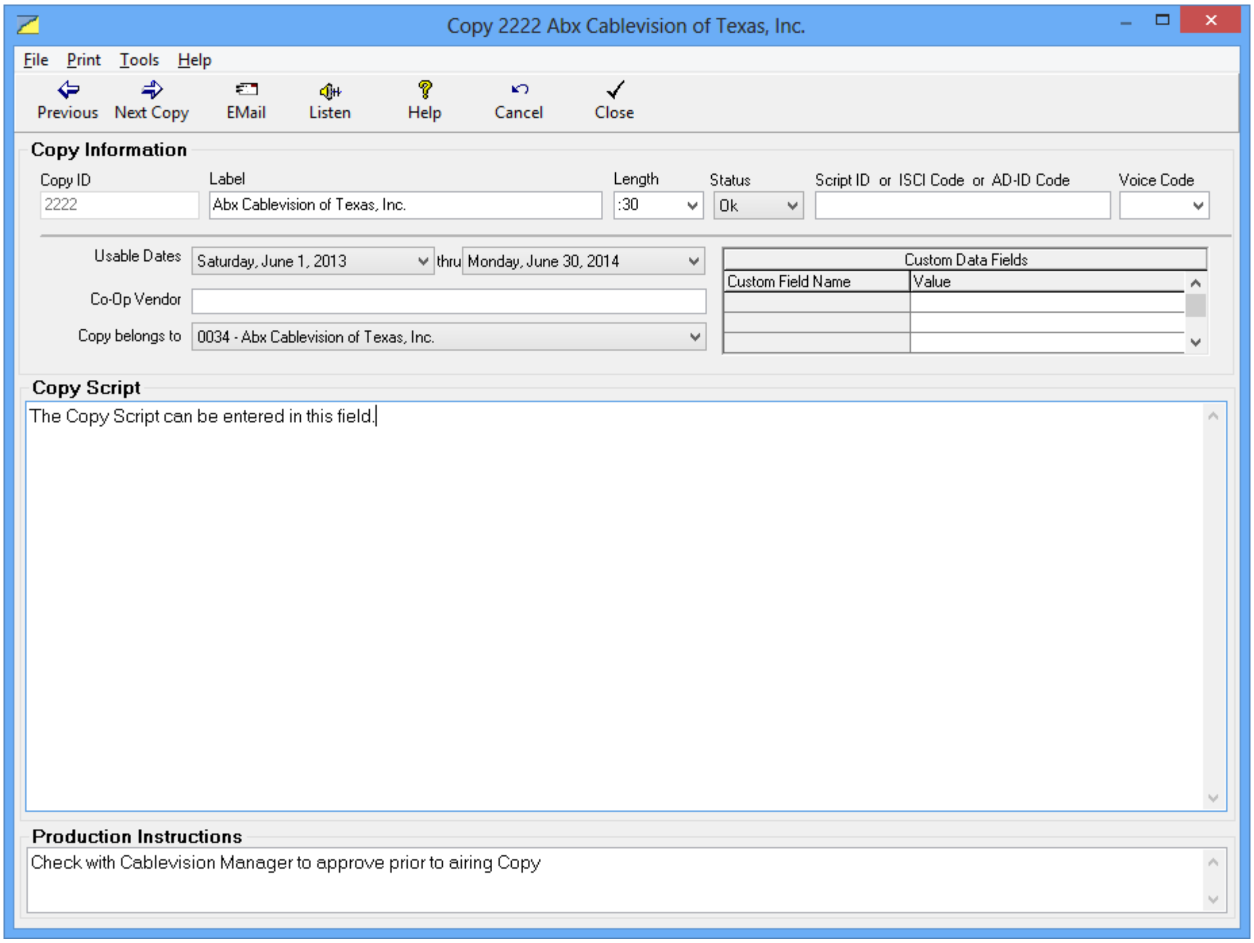
In the Copy Manager, for **Normal Copy** items only, the Copy Manager allows you to type in [or cut-and-paste from any Windows-based word processing program] the script for each piece of copy so the script affidavit can be printed with the invoice. During Order entry, you need to specify that you need script affidavits. See Co-Op Scripts

Production Instructions

The Copy Manager allows you to type in any production instructions to be printed on the script.

Normal Copy

This is the simplest Copy item in NL. It consists of a single piece of Copy. During order entry you just specify the exact CopyID of the individual piece of copy to be scheduled when that order line runs. This CopyID should exactly match the AudioCut ID (or Filename) within your automation system. See Automation.

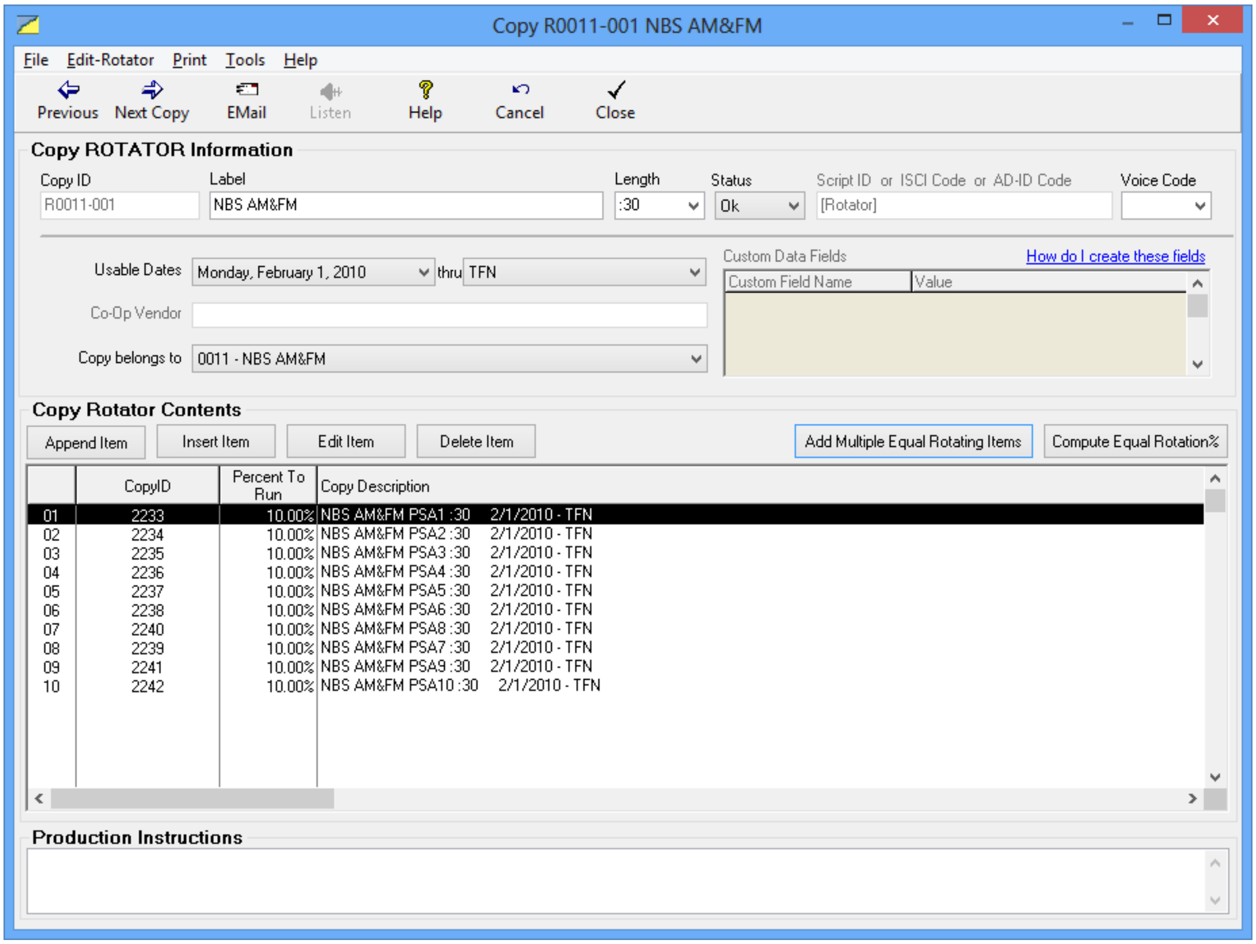


Note: When Copy is displayed, the **[Listen]** button launches your default MediaPlayer if you have one (e.g. Windows MediaPlayer, RealPlayer, WinAmp, etc.) so you can listen to the copy. This work only if the audio cut is available to the NL computer through a network connection. NL will open a browse window so you can locate the actual audio cut. The audio must also be in a format understood by the Windows MediaPlayer.

Also see:
Rotator
Packet
Schedule
Complex Copy scheduling examples.

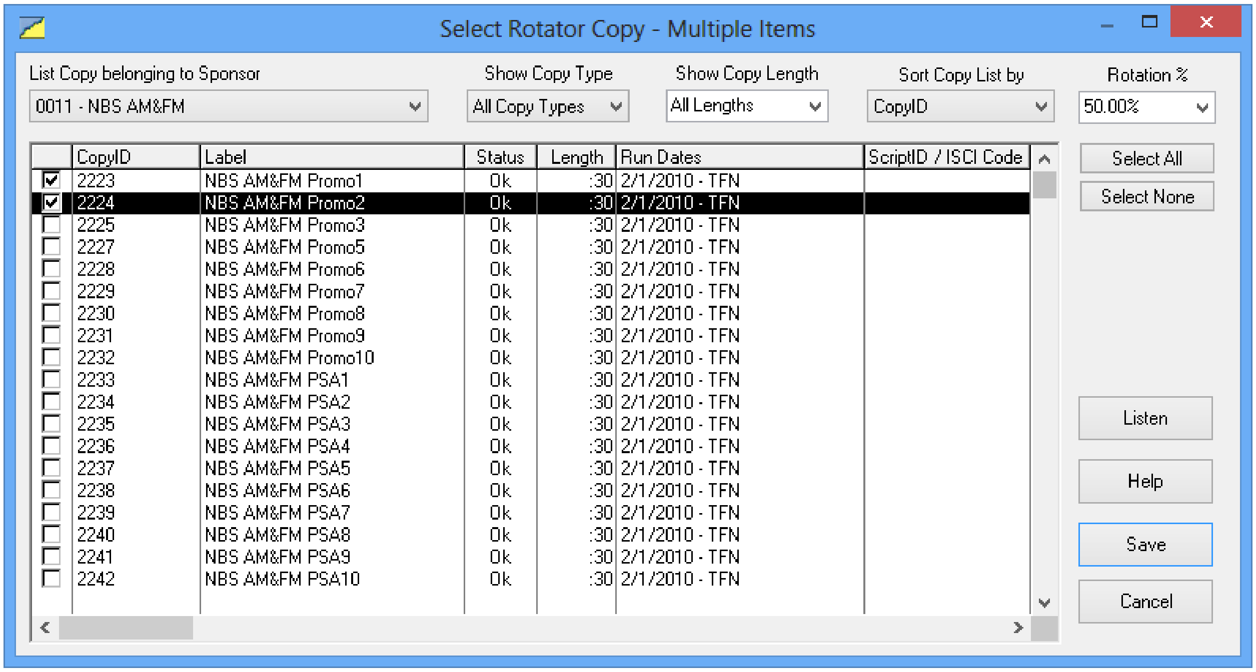
Copy Type - Rotator

A **Rotator** consists of 2 or more individual pieces of **Normal Copy** and/or **Packets** that you want to rotate on a percentage basis**. A rotator is not order specific. If scheduled on multiple orders, it will rotate in the percentage specified, but not per order.** During order entry you just specify the exact CopyID of the Rotator itself to be used when that order line runs. When NL creates the log, it will find the appropriate individual CopyID within the Rotator and schedule it. There is no limit to how many Copy items you can rotate. Also see: Step-by-Step Creating Copy Rotators

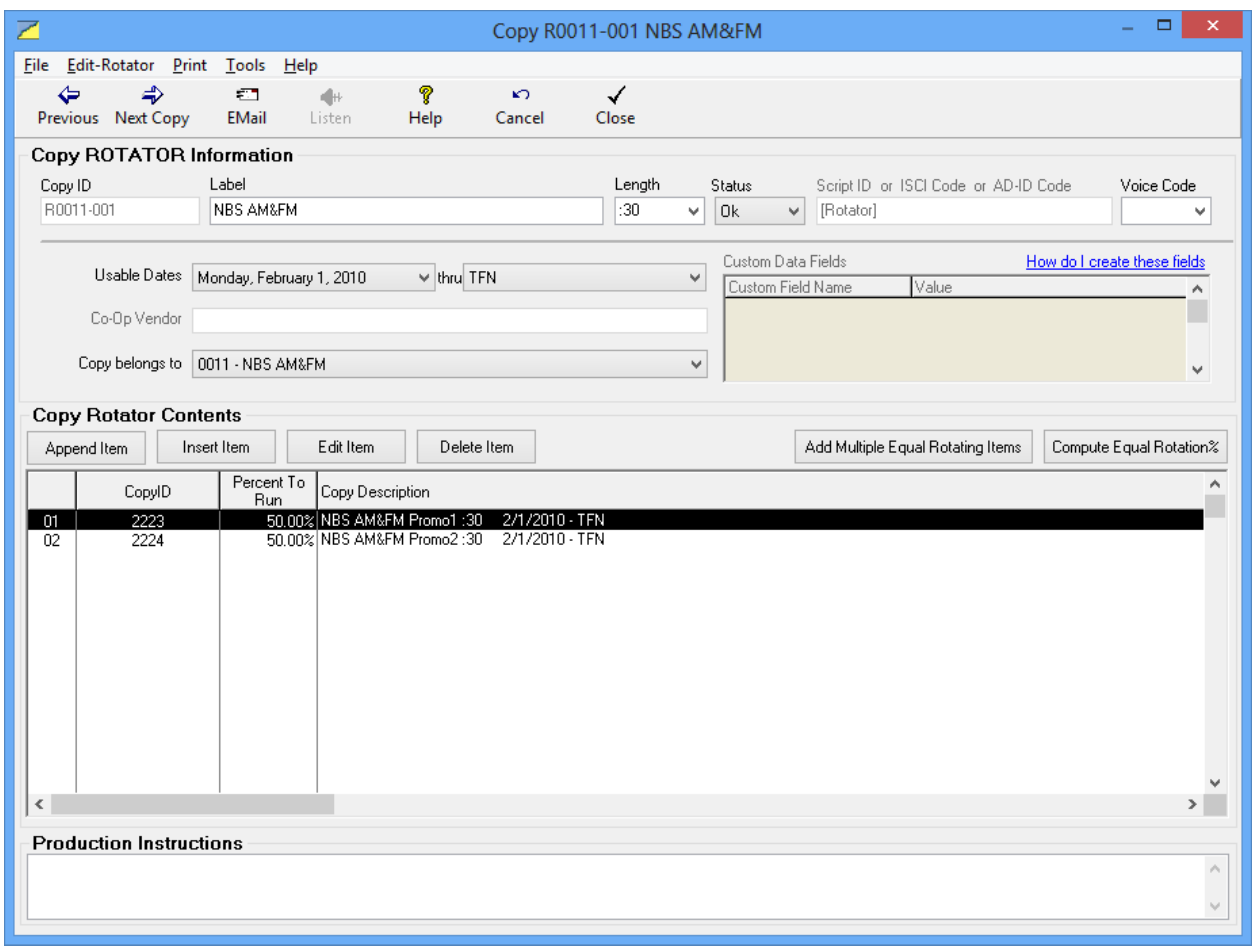


Rotator Example:

Suppose you have 2 pieces of copy, CopyID 2233 and 2234 you want to rotate equally. You can create a Rotator named R0011-001 (or any unique CopyID you want to use). You can then select **[Add Multiple Equal Rotating Items]** and select the two desired copies by checking the appropriate checkboxes.



Then select **[Save]**. Natural Log will add the selected copies to the Rotator, and set the Rotation % for each at 50%. You can then Close the Rotator and the information listed will be saved.



During order entry you just specify R0011-001 (the CopyID of the Rotator itself) to be used when that order line runs. During log generation, NL will play the appropriate cuts to maintain the 50/50 rotation. Each Rotator line can have any rotation % (allowing uneven rotations if needed) but the rotation % total for all lines on the each Rotator must equal 100%.

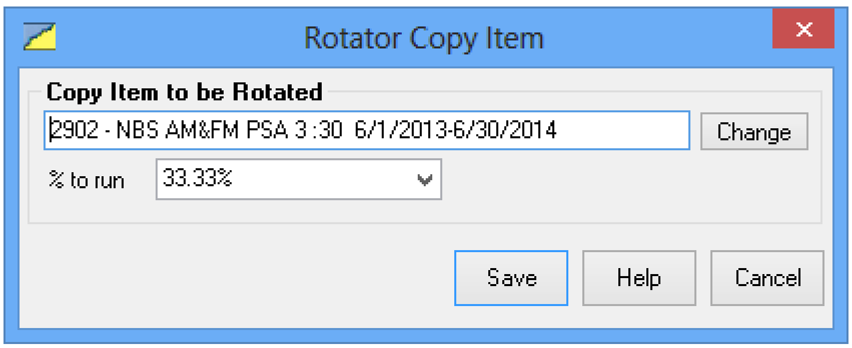
Rotator Numbering

You may use any numbering system you want for NL Rotators, but the CopyID must be unique in your NL Copy Manager. We recommend you use **R#####-###** where #####-### is the OrderID with which the Copy is associated. For example you could use R0002-004.

If you have more than 1 Rotator on an order, just add an alphanumeric character to the right of the OrderID to make the CopyID unique. For example you could use R0002-004A and R0002-004B.

Rotator Settings

When you add a new Rotator item or edit an existing Rotator item you will see the screen below. On that screen you set the percent this item is to run when this rotator is called from an order line.



These settings only restrict the copy played for order lines placed on the log that have this Rotator as their CopyID. This does not restrict the dates, days, or times an order line can be logged. See Broadcast Orders in Chapter 3 of this manual to restrict when order lines are actually logged.

Warning for Rotator Edits: If at least one item has already been logged from a Rotator, any edits of any Rotator lines will cause that Rotator to reset. That is, it will restart the Rotation process with the first item in the Rotator and set all play counters to 0. This is to prevent a situation in which you might have 2 spots running 50/50 and then add a third to rotate 33/33/33. If the rotator did not reset, the added spot would run exclusively until it achieved 33% of the total spots already run, not a desirable result.

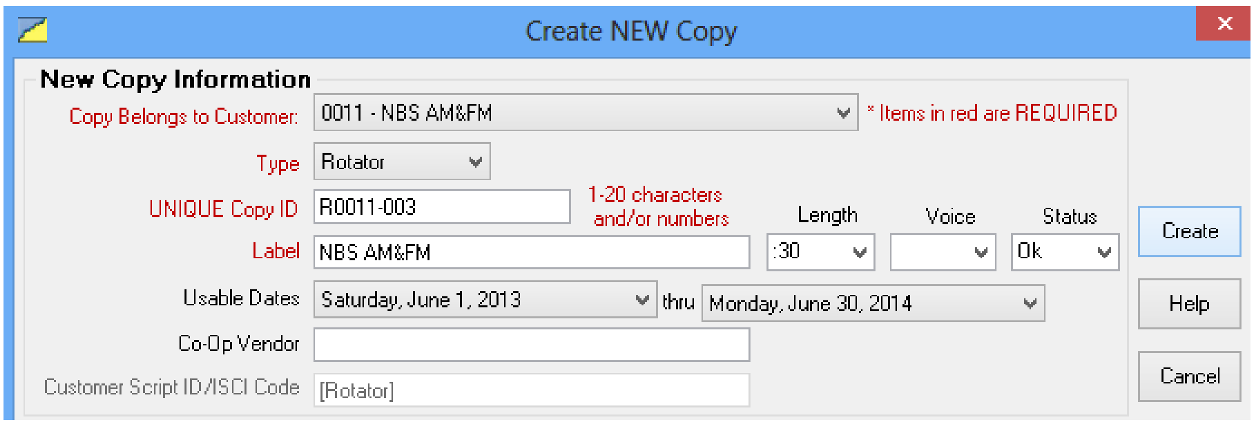
Also see:
Normal Copy
Packet
Schedule
Complex Copy scheduling examples.

Step-by-Step: Creating a Copy Rotator

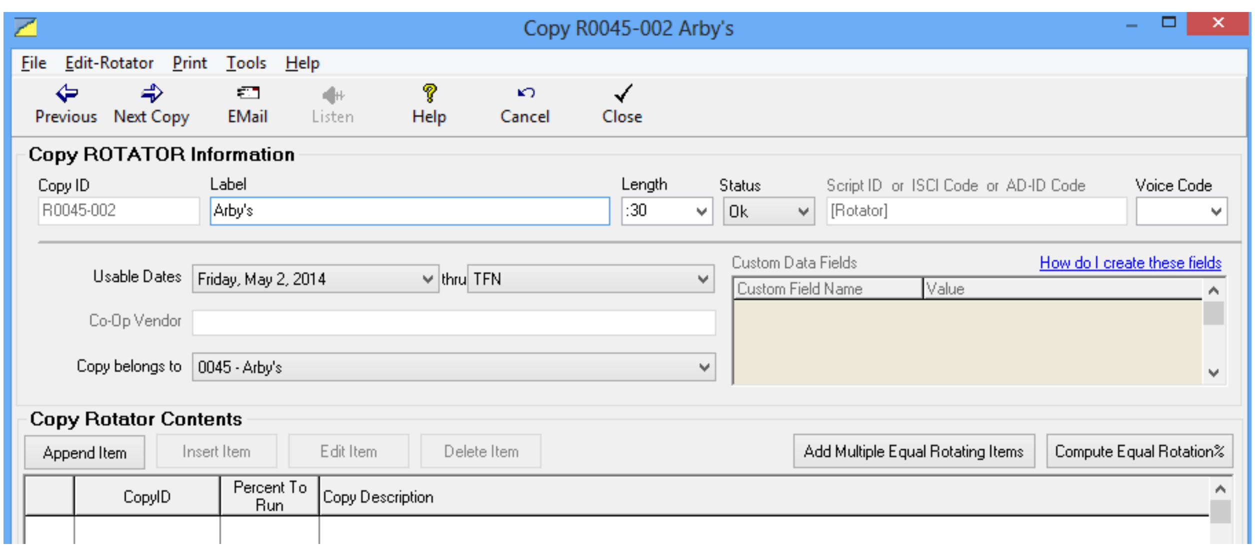
There are 4 simple steps to creating a rotator. Rotators are usually created from the Orderline instead of from Copy Manager so that you can use it right away. The following steps are done from the Orderline by clicking on the 'Change' button to the right of 'Copy ID to be Played'. This takes you to the 'Select Copy' box where you continue with the steps below.

Step 1 - <u>Make sure that all the copy you will need to rotate has been created</u>. If not, then create them now.

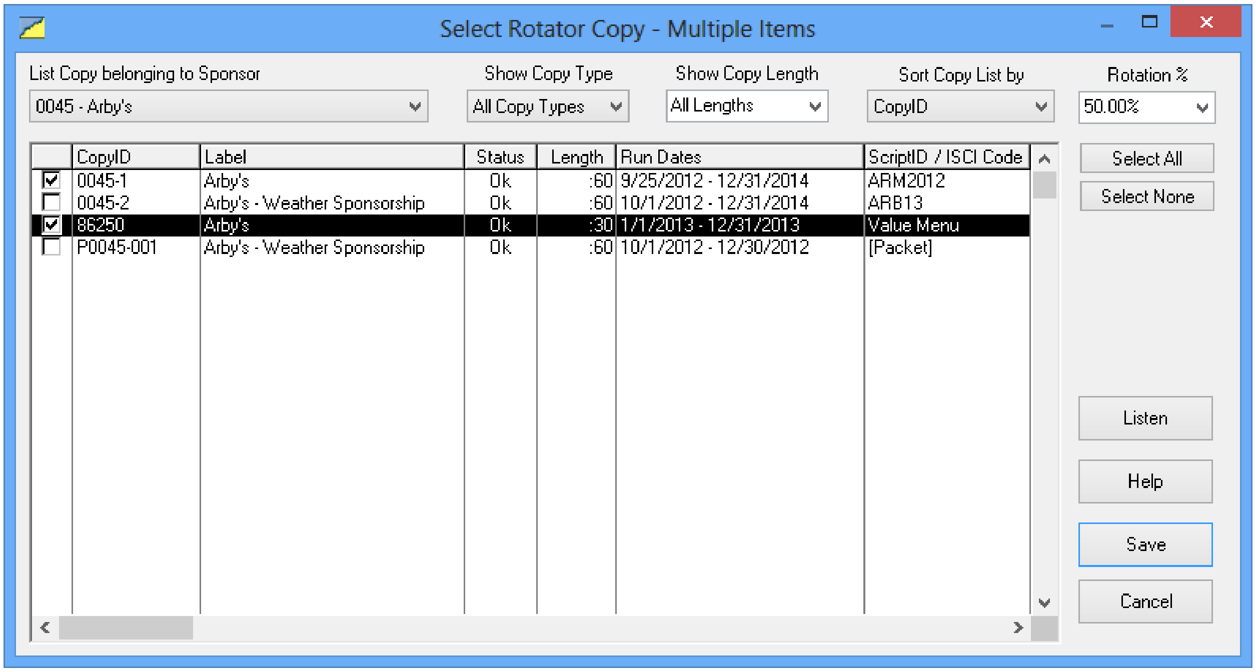
Step 2 – <u>Create the Rotator</u> by clicking on the 'New' button while in the 'Select Copy' box. This opens the 'Create New Copy' window. In the 'Type' field, select 'Rotator'. NL9 will create a rotator number for you that will begin with and 'R'. Verify that the date range is correct and click on the 'Create' button.



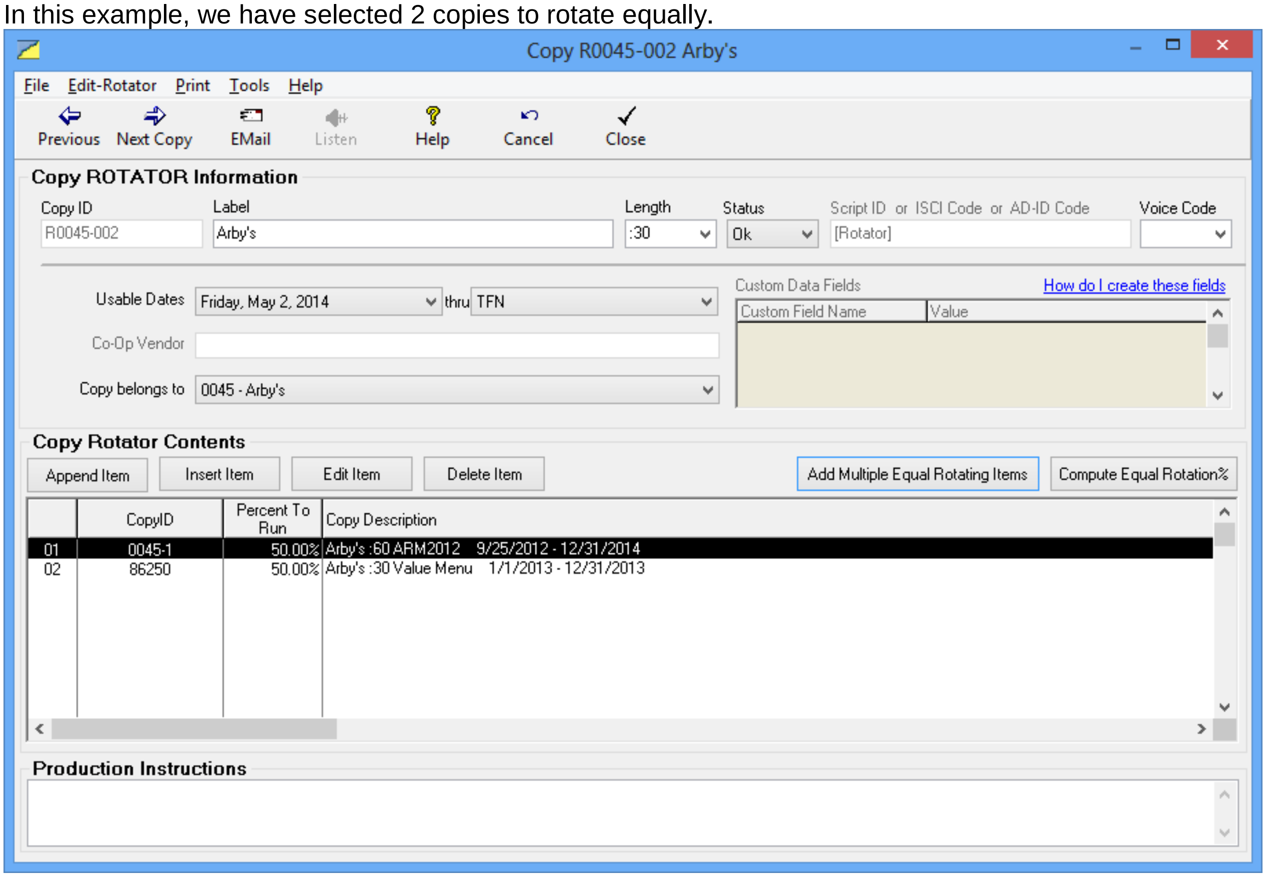
Step 3 – <u>Edit the Rotator by 'Add Multiple Equal Rotating Items'</u>. Highlight the rotator in the 'Select Copy' box and click on the 'Edit Copy' button. This opens the 'Rotator Information' box. In this box you click on the 'Add Multiple Equal Rotating Items' button.



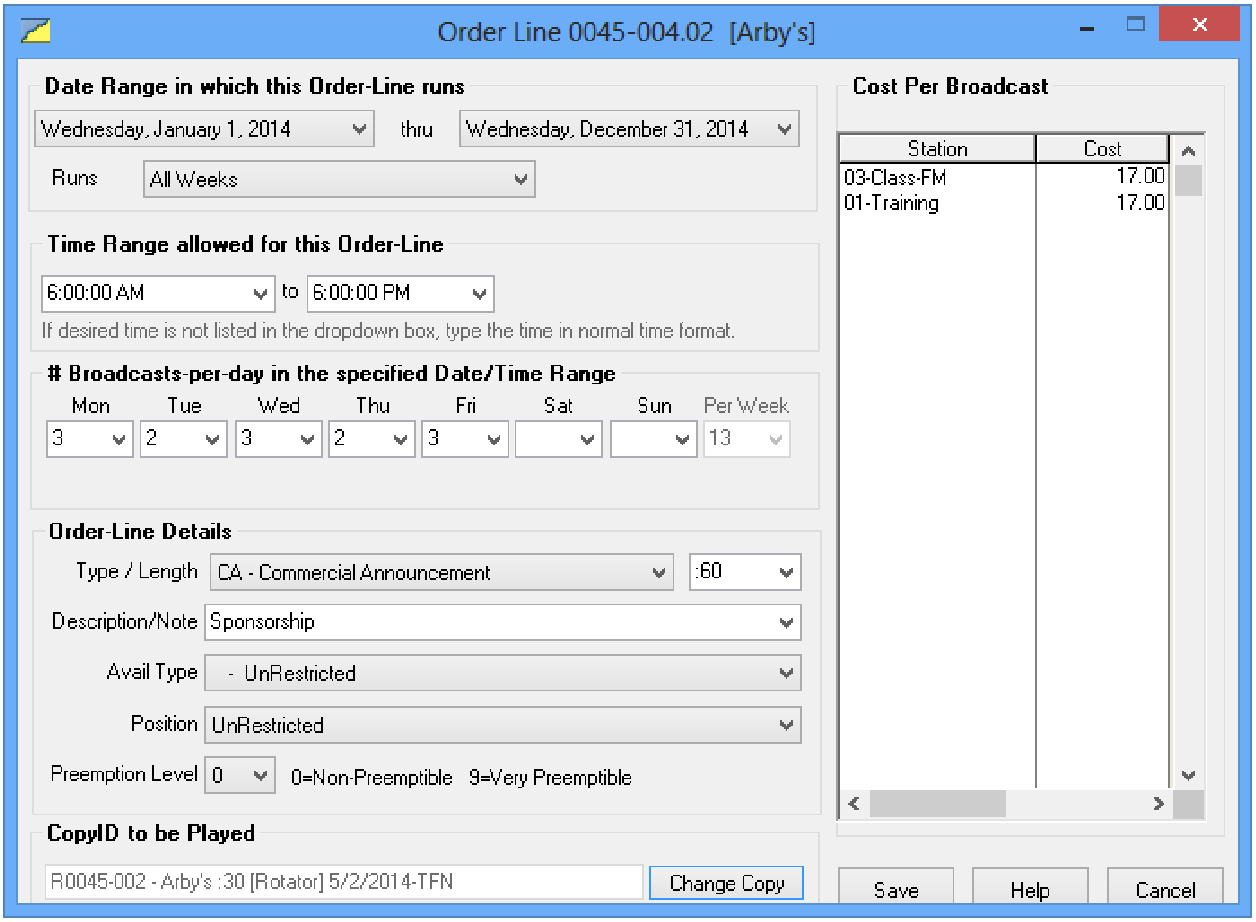
This opens the ‘Select Rotator Copy’ box where you will select the copies that you want to rotatoe by clicking in the checkbox.
Natural Log will computer the Rotation %. Click Save when complete.



In this example, we have selected 2 copies to rotate equally.

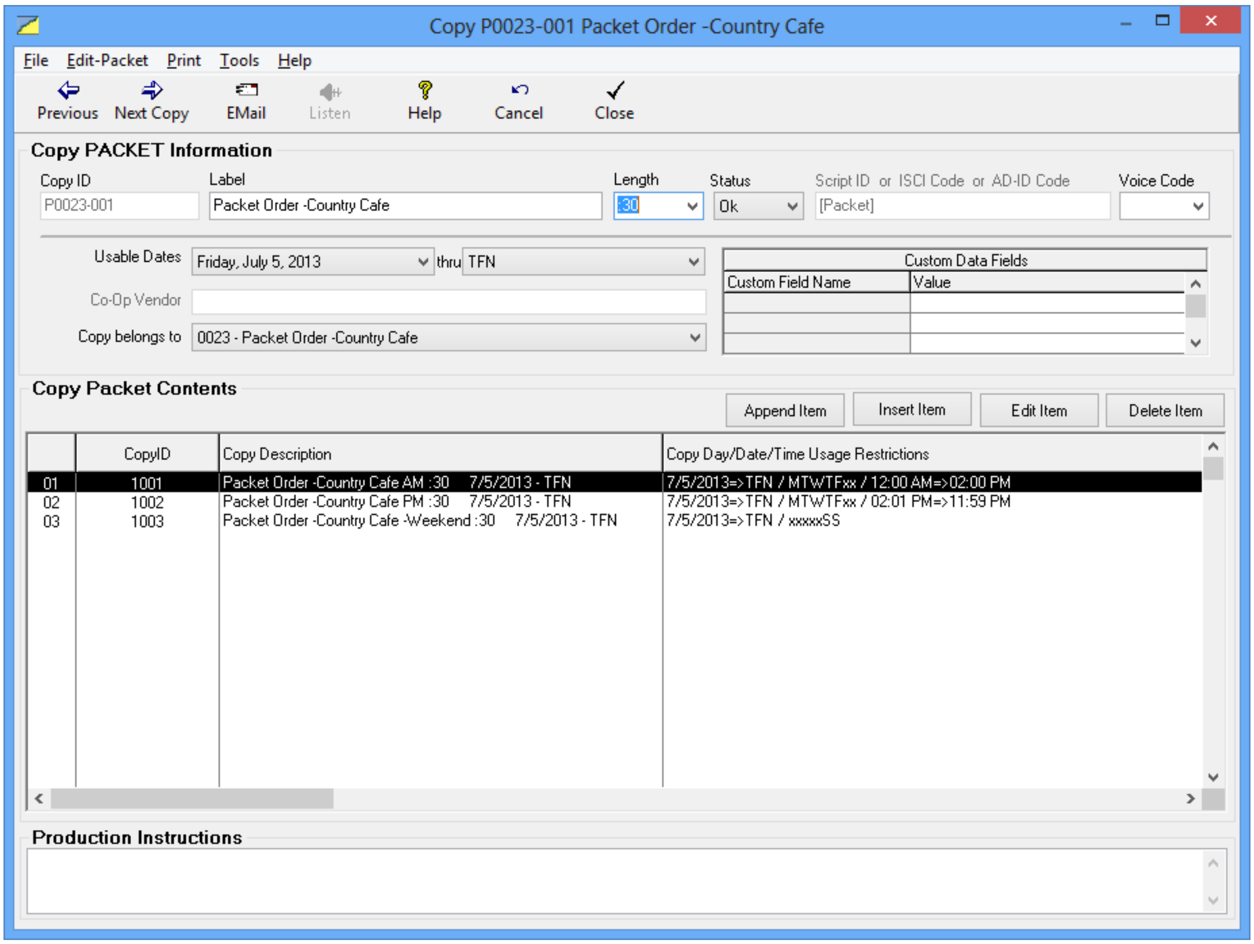


Step 4 – Close the Rotator and then <u>Use the Rotator</u> on the Orderline as the copy to be played. Save the order line.



Copy Type - Packet

A packet consists of 2 or more individual pieces of **Normal Copy** that run together and substitute for each other in various dates, days and/or time periods. During order entry you just specify the exact CopyID of the Packet itself to be used when that order line runs. When NL creates the log, it will find the first **Packet** line that can run at that day / date / time and schedule it. There is no limit to how many Copy items you can Packet together.



Packet Example:

Suppose you have 3 pieces of copy, Copy ID 1001, 1002 and 1003. You want 1001 to run weekdays from midnight to 2 PM and 1002 to run weekdays from 2 PM to 11:59 PM. You want 1003 to run on Weekends. Create a Packet (in this example it is named P0023-001) and insert CopyID 1001 on the 1st line of the Packet and specify it to run Monday through Friday from 12 AM to 2PM. Append Copy ID 1002 on the second line and specify it to run Monday through Friday from 2:01 PM to 11:59 PM. Then insert CopyID 1002 on the 2nd line of the Packet and specify it to run after 10AM. Append Copy ID 1003 on the 3rd line and allow it to run on Saturday and Sunday only. **During order entry specify P0023-00102 (the CopyID of the Packet itself) to be used when that order line runs**.

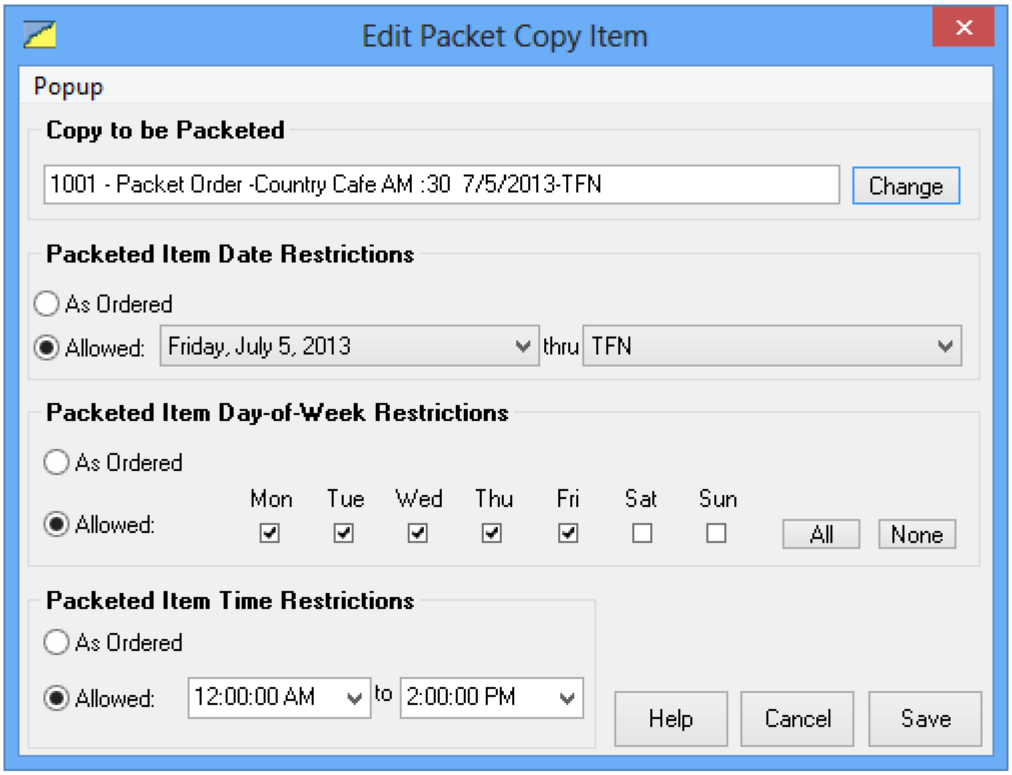
Packet Numbering

You may use any numbering system you want for Packets, but the CopyID must be unique in your NL Copy Manager. We recommend you use **P####-###** where ####-### is the OrderID with which the Packet is associated. For example you could use P0002-004.

If you have more than 1 Packet on an order, just add an alphanumeric character to right of the OrderID to make the CopyID unique. For example you could use P0002-004A and P0002-004B.

Packet Settings

When you add a new packeted item or edit an existing packeted item you will see a screen on which you may restrict the dates, day-of-week, and times the packeted item may be used.



WARNING: Only use the packet item restrictions necessary to accomplish your goal. For example, if the packet item is restricted only based on time, do not use the date or day-of-week restrictions. Leave the unneeded restrictions set to **As Ordered**. These settings only restrict the copy played for order lines placed on the log that have this packet as their CopyID. This does not restrict the dates, days, or times an order line can be logged. See Broadcast Orders in Chapter 3 of this manual to restrict when order lines are actually logged.

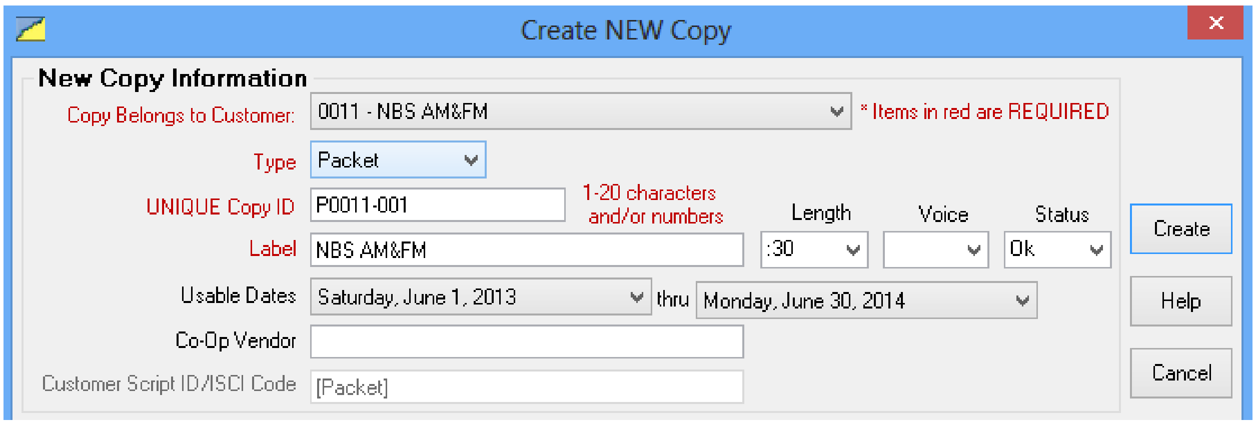
Also see:
Normal Copy
Rotator
Schedule
Complex Copy scheduling examples.

Step-by-Step: Creating a Copy Packet

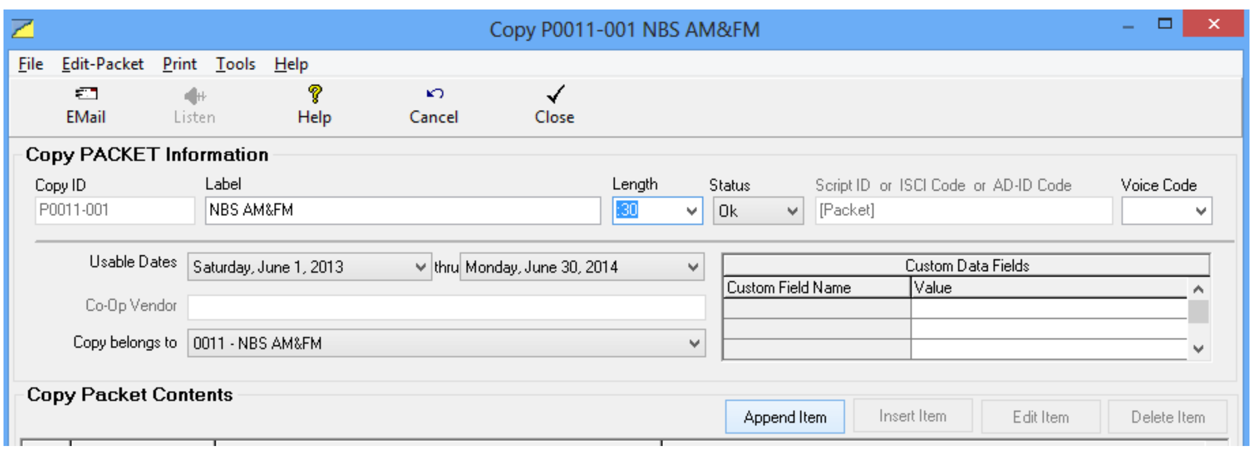
There are 4 simple steps to creating a packet. Packets are usually created from the Orderline instead of from Copy Manager so that you can use it right away. The following steps are done from the Orderline by clicking on the ‘Change’ button to the right of ‘Copy ID to be Played’. This takes you to the ‘Select Copy’ box where you continue with the steps below.

Step 1 - <u>Make sure that all the copy you will need to use in the packet has been created</u>. If not, then create them now.

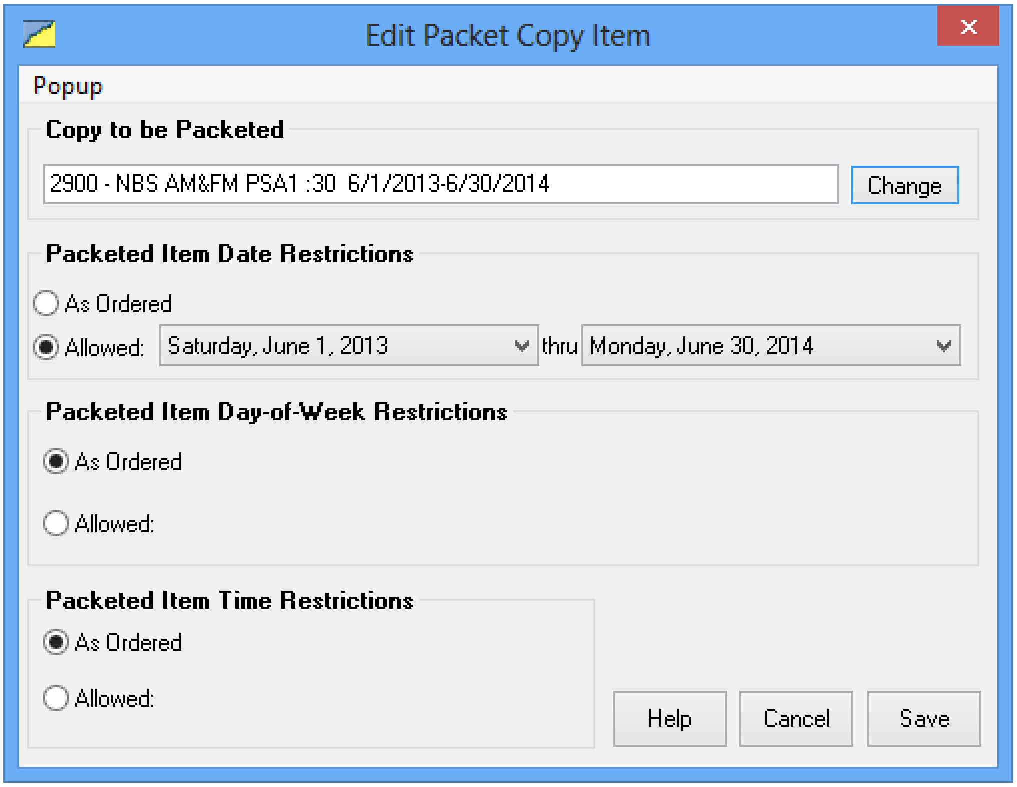
Step 2 – <u>Create the Packet</u> by clicking on the ‘New’ button while in the ‘Select Copy’ box. This opens the ‘Create New Copy’ window. In the ‘Type’ field, select ‘Packet’. NL9 will create a packet number for you that will begin with a ‘P’. Verify that the date range is correct and click on the create button.



Step 3 – <u>Edit the Packet by ‘Appending’ in the copy</u>. Highlight the packet in the ‘Select Copy’ box and click on the ‘Edit Copy’ button. This opens the ‘Packet Information’ box. In this box you click on the ‘Append Item’ button.

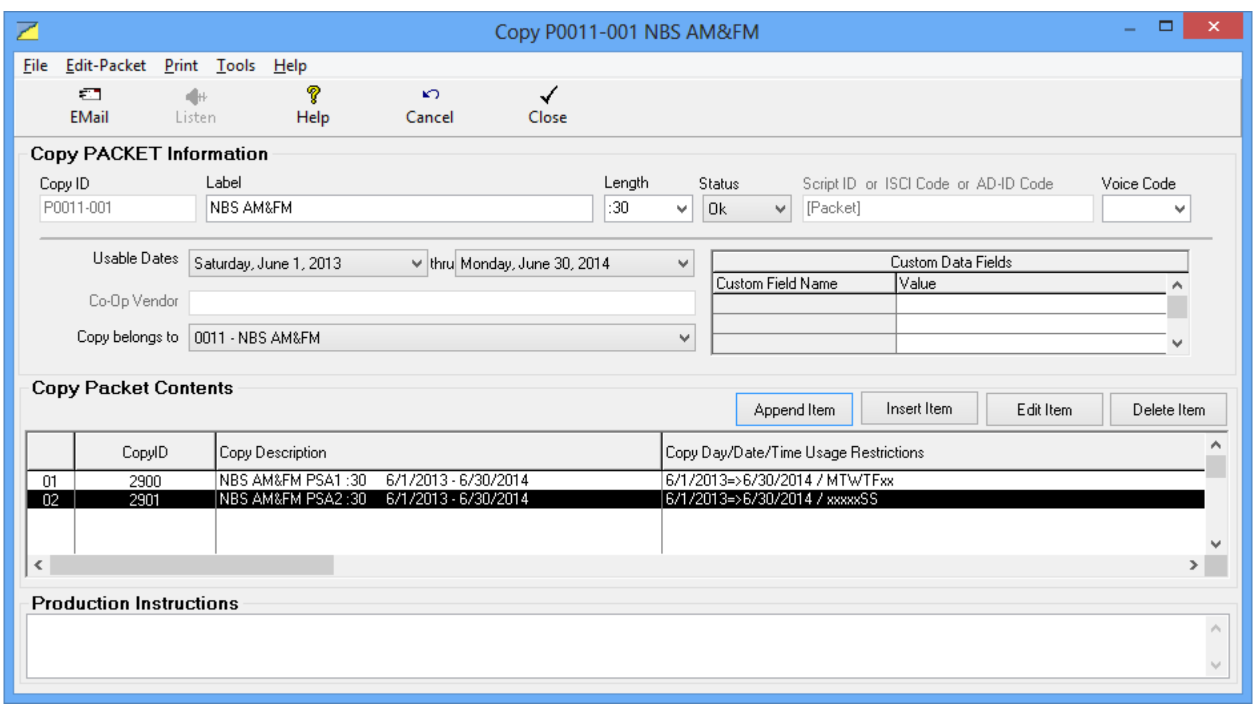


This opens the ’Select Copy’ box where you will double-click on the first piece of copy to place in the packet. You will see a screen on which you may restrict the dates, day-of-week, and times the packeted item may be used.



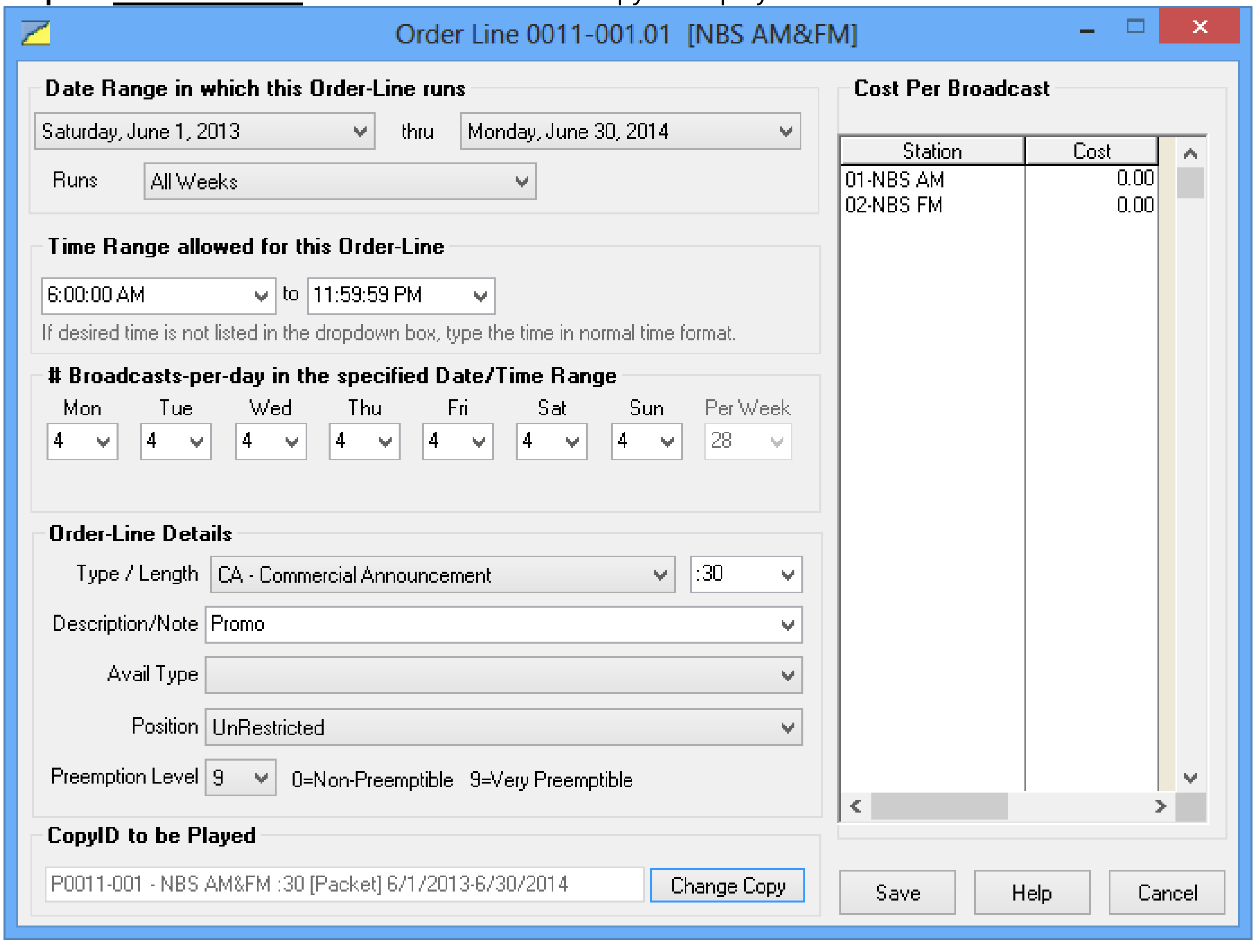
Select the Date, Day of Week and Time allowed for this packeted copy to run and click ‘Save’.
You will then click ‘Append Item’ and repeat the process to add additional items to the Copy Packet.

In our example below, we have packeted two pieces of copy. They will log as follows:
Copy 2900: Any time Monday through Friday
Copy 2901: Any time Saturday and Sunday



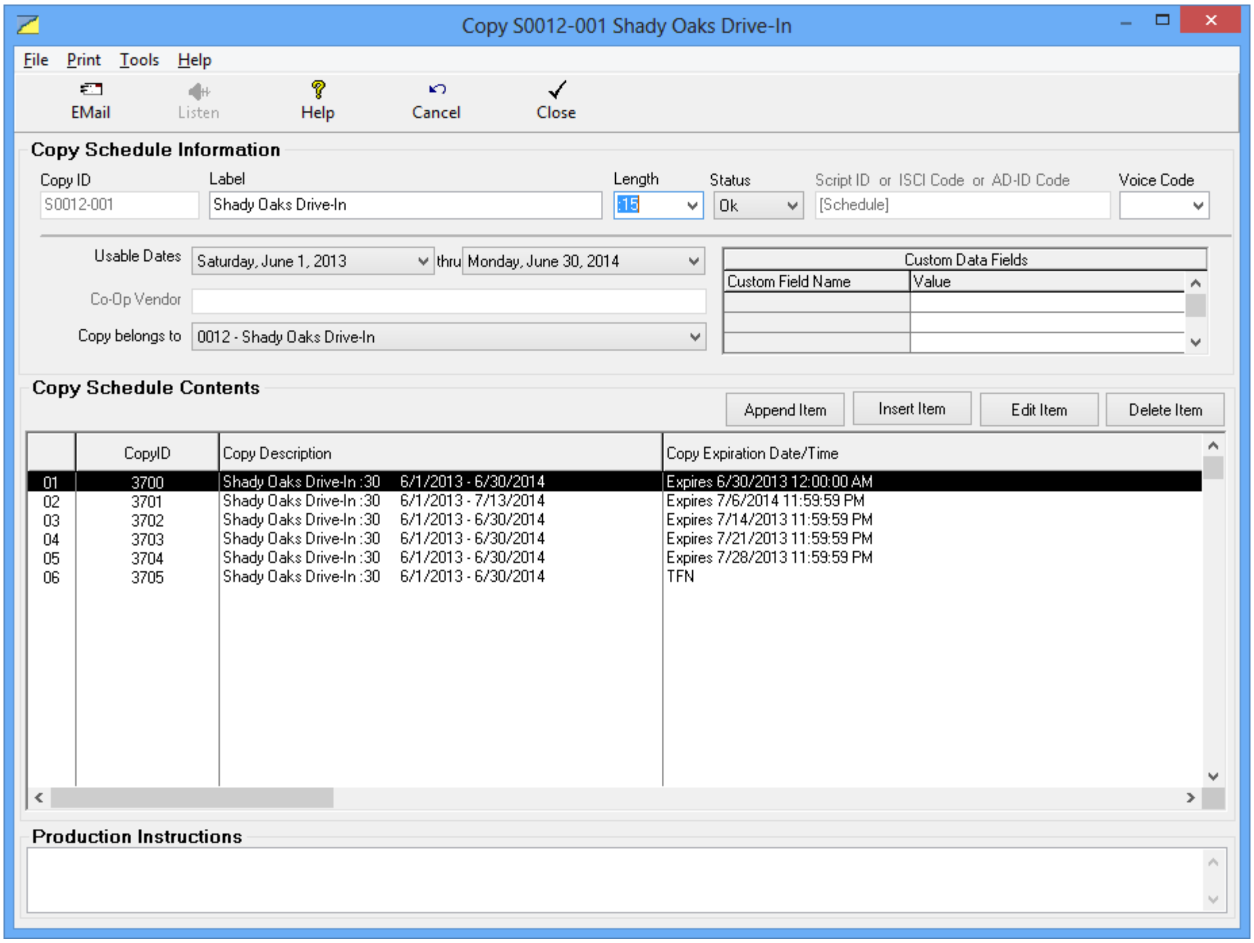
After appending in all the copy into the packet and verifying the usage restrictions are correct, close the 'Packet Information' box.

Step 4 – <u>Use the Packet</u> on the Orderline as the copy to be played.



Copy Type - Schedule

Use this type of copy item when the copy changes on one or more dates during the order run. This Copy type consists of 2 or more individual pieces of **Normal Copy**, and/or **Packets**, and/or **Rotators** each of which expires on a particular date. These items sequentially substitute for each other after the previous line(s) in the **Schedule** expire. During order entry you just specify the exact CopyID of the **Schedule** itself to be used when that order line runs. When NL creates the log, it will find the appropriate individual CopyID within the Schedule and schedule it. There is no limit to how many Copy items you can Schedule.



Copy Schedule Example: Suppose you have 2 pieces of copy, CopyID 0018 and 0450. You want to run 0018 until Dec 24 and cut 0450 thereafter. You can create a Schedule named S0018-001 (or any unique CopyID you want to use), and insert CopyID 0018 first in the Schedule and 0450 second into the Schedule. Then within the Schedule designate cut 0018 to expire on Dec 24. **During order entry specify S0018-001 (the CopyID of the Schedule itself) to be used when that order line runs.** After Dec 24, the first line of the Schedule will no longer run (Cut 0018) and NL will drop to the second line and play cut 0450. This will also works with Packets and Rotators inserted into the Schedule.

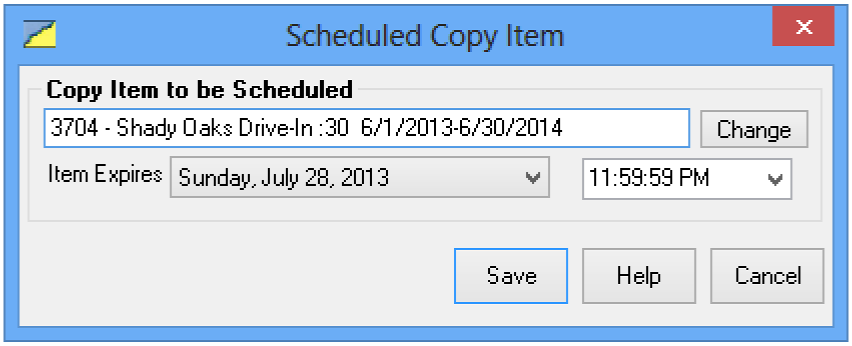
Copy Schedule Numbering

You may use any numbering system you want for NL Copy Schedules, but the CopyID must be unique in your NL Copy Manager. We recommend you use **S####-###** where ####-### is the OrderID with which the Copy Schedule is associated. For example you could use S0002-004.

If you have more than 1 Copy Schedule on an order, just add an alphanumeric character to the right of the OrderID to make the CopyID unique. For example you could use S0002-004A and S0002-004B.

Copy Schedule Settings

When you add a new Copy Schedule item or edit an existing Copy Schedule item you will see the screen below. On that screen you set the date and time this Copy Schedule Item expires.



These settings only restrict the copy played for order lines placed on the log that have this Copy Schedule as their CopyID. This does not restrict the dates, days, or times an order line can be logged. See Broadcast Orders in Chapter 3 of this manual to restrict when order lines are actually logged.

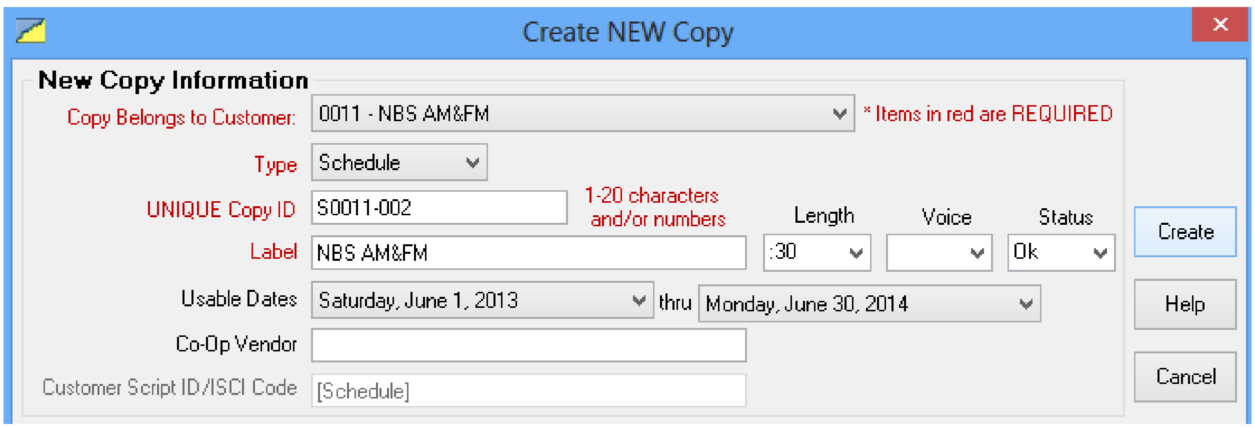
Also see:
Normal Copy
Rotator
Packet
Complex Copy scheduling examples.

Step-by-Step: Creating a Copy Schedule

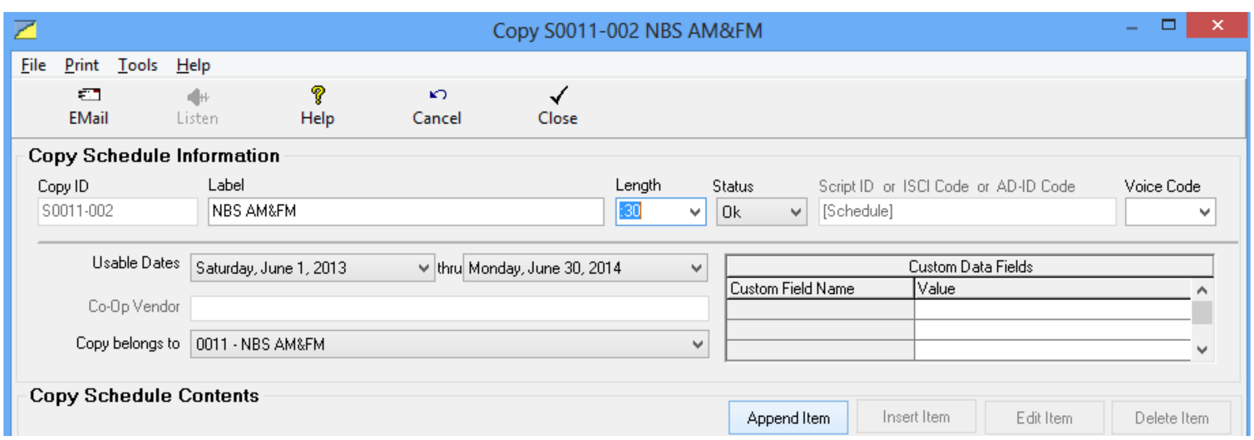
Creating a Schedule - There are 4 simple steps to creating a Schedule. If you keep these in mind they are not difficult to create. Schedules are usually created from the Orderline instead of from Copy Manager so that you can use it right away. The following steps are done from the Orderline by clicking on the 'Change' button to the right of 'Copy ID to be Played'. This takes you to the 'Select Copy' box where you continue with the steps below.

Step 1 - <u>Make sure that all the copy you will need to schedule have been created</u>. If not, then create them now.

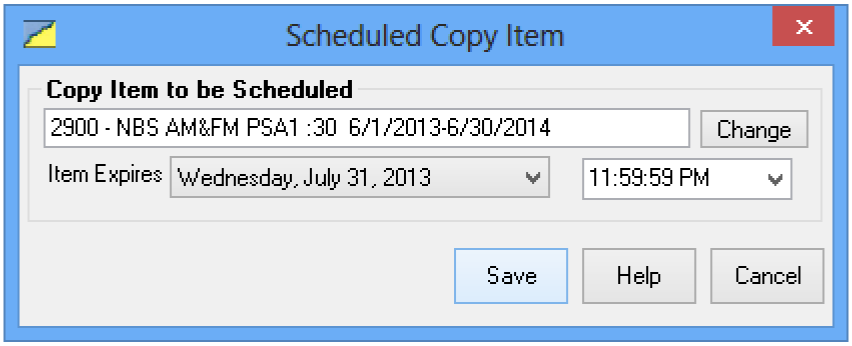
Step 2 – <u>Create the Schedule</u> by clicking on the 'New' button while in the 'Select Copy' box. This opens the 'Create New Copy' window. In the 'Type' field, select 'Schedule'. NL9 will create a schedule number for you that will begin with and 'S'. Verify that the date range is correct and click on the 'Create' button.



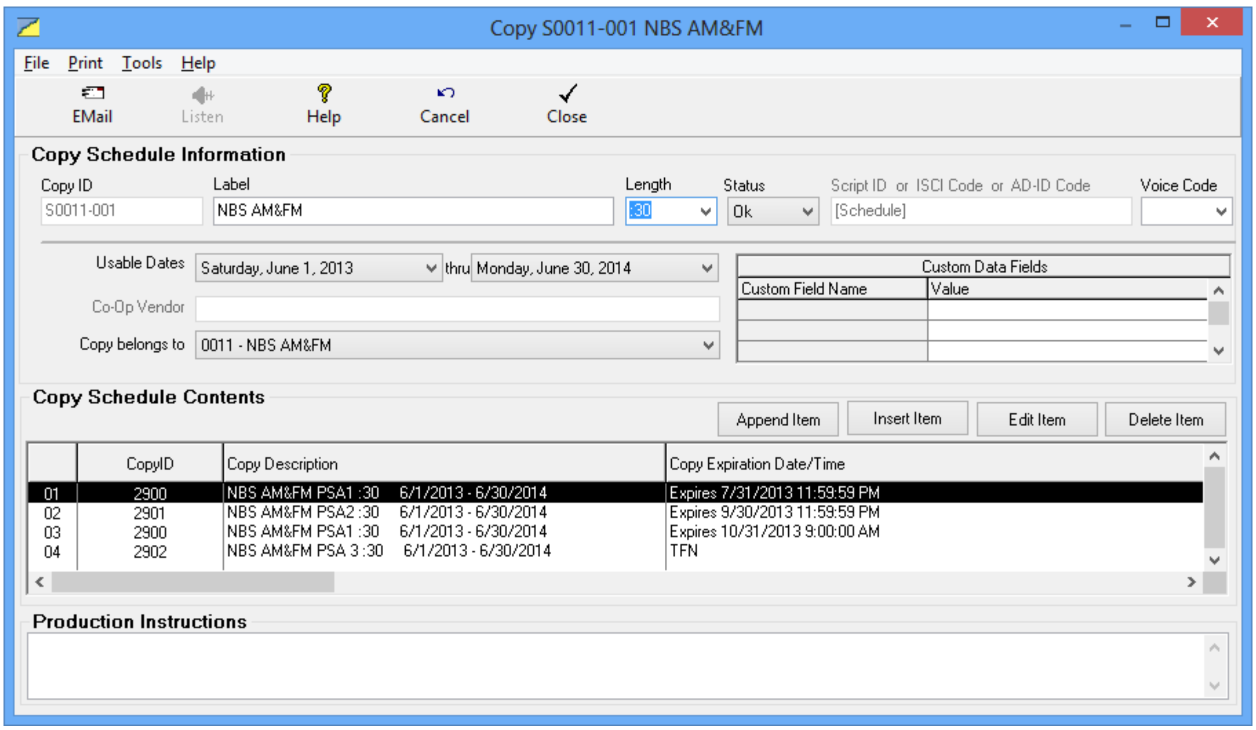
Step 3 – <u>Edit the Schedule by 'Appending' in the copy</u>. Highlight the Schedule in the 'Select Copy' box and click on the 'Edit Copy' button. This opens the 'Schedule Information' box. In this box you click on the 'Append Item' button.



This opens the 'Select Copy' box where you will double-click on the first piece of copy to place in the Schedule. This will open the Scheduled Copy Item window**. Select the date and time that this copy expires within this Schedule**. Click Save, and repeat the 'Append Item' process until all copy has been added to the schedule.

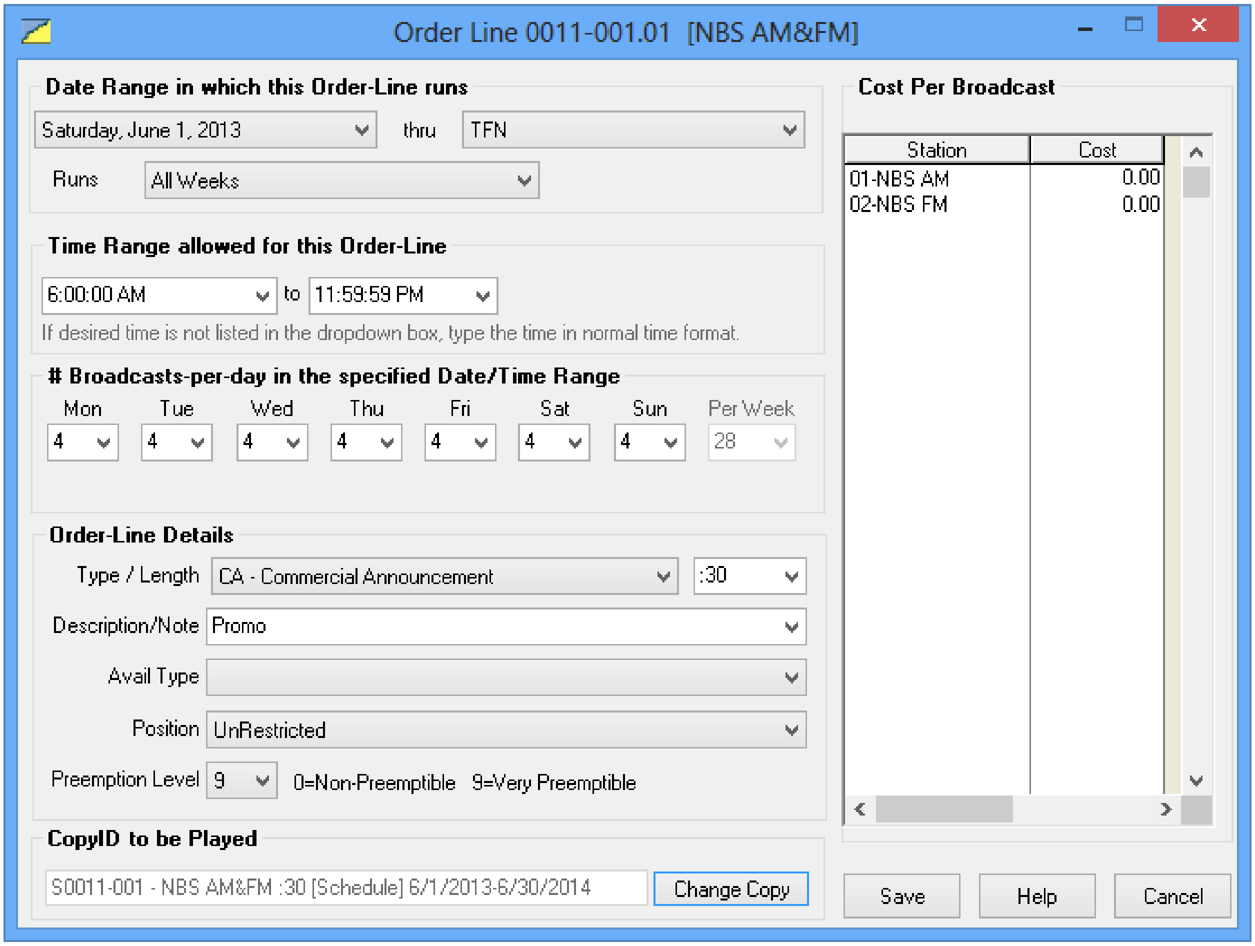


In our example below, we have 4 copies scheduled. When this Copy Schedule is logged, NL9 will log the copy in the following manner:
Copy 2900 from 6/1/2013 through 7/31/2013 at 11:59:59 PM.
Copy 2901 from 8/1/2013 through 9/30/2013 at 11:59:59 PM
Copy 2900 from 10/1/2013 through 10/31/2013 at 9:00 AM
Copy 2902 from 10/31/2013 at 9:01 AM until TFN.



After you have added in all the copy, close the ‘Schedule Information’ box.

Step 4 – <u>Use the Schedule</u> on the Orderline as the copy to be played.


Order Line 0011-001.01 [NBS AM&FM]
Date Range in which this Order-Line runs
Saturday, June 1, 2013
thru
TFN
Runs
All Weeks
Time Range allowed for this Order-Line
6:00:00 AM
to
11:59:59 PM
If desired time is not listed in the dropdown box, type the time in normal time format.
Broadcasts-per-day in the specified Date/Time Range
Mon Tue Wed Thu Fri Sat Sun Per Week
4 4 4 4 4 4 4 28
Order-Line Details
Type / Length
CA - Commercial Announcement
:30
Description/Note
Promo
Avail Type
Position
UnRestricted
Preemption Level
9
0=Non-Preemptible 9=Very Preemptible
CopyID to be Played
S0011-001 - NBS AM&FM :30 [Schedule] 6/1/2013-6/30/2014
Change Copy
Cost Per Broadcast
Station
Cost
01-NBS AM
0.00
02-NBS FM
0.00
Save
Help
Cancel

Complex Copy Scheduling

Combining the copy types into complex copy schedules is an advanced function in NL and will not be used by most NL users. You only need to use this section of NL help if you have advanced copy scheduling needs not satisfied by the simple Copy, Copy Rotators, Copy Packets, and Copy Rotators previously described.

There are some situations in which a single piece of Normal Copy, a single Rotator, a single Packet, or a single Schedule is insufficient to handle complex copy needs. These copy types can be combined in NL as described below. When determining what actual copy type(s) you need, it helps to break down the problem into its component parts:

- If you have a change in Copy based on expiration dates, this implies a **Schedule**. Within **Schedules** you can insert **Packets**, **Rotators** or **Normal Copy**.
- If you have a situation in which 2 or more pieces of Copy rotate with each other, this implies a **Rotator**. Within **Rotators** you may insert **Packets** or **Normal Copy**.
- If you have a situation in which different Copy runs based on the day of the week or time of day, this implies a **Packet**. Within Packets you can insert only **Normal Copy**.

Just remember to put the appropriate CopyID of the main piece of Copy (**Normal Copy**, **Packet**, **Schedule**, or **Rotator**) on the order-line.

Click below for some examples using complex copy scheduling

Copy Varies Based on Time-of-Day / Day-of-Week
Copy Rotation Changes During Order Run
Copy Varies Based on Time-of-Day / Day-of-Week AND Copy Variation Changes During Order Run
Copy Varies Based on Time-of-Day / Day-of-Week with Part of Day Running a Rotator

Also see
Normal Copy
Rotator
Packet
Schedule

Complex Copy Scheduling Example 1

Example: Copy Varies Based on Time-of-Day / Day-of-Week

Suppose you have 3 pieces of copy, CopyID 1001, 1002, and 1003 to run as follows:

- Cut 1001 anytime earlier than 2 PM or earlier on Mon-Tue-Wed-Thu-Fri
- Cut 1002 after 2PM on Mon-Tue-Wed-Thu-Fri
- Cut 1003 anytime on Sat-Sun

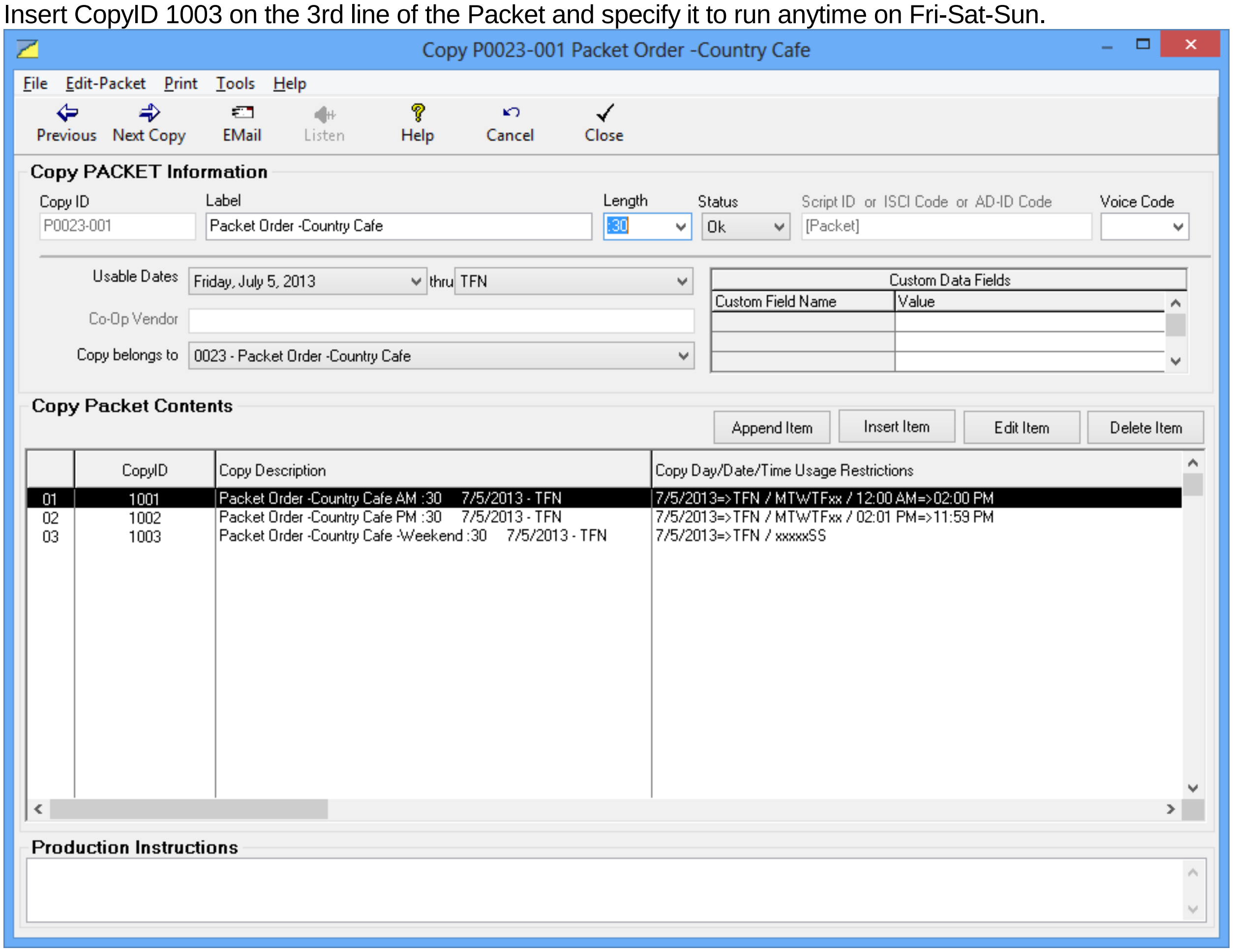
Breaking this problem into its component parts implies a **Packet** (cut 1001/1002/1003 using separate days and times. NL will select the first Packet line that can play in the logged date/day/time slot.

Step 1

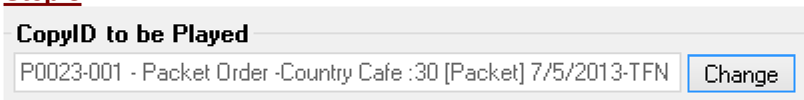
Create a **Packet. The program will give it a default number beginning with P. You can use a different number if you desire.**

Step 2

Insert CopyID 1001 on the 1st Packet Line and set it to run before 2PM on Mon-Tue-Wed-Thu-Fri.
Insert CopyID 1002 on the 2nd Packet Line and set it to run after 10AM on Mon-Tue-Wed-Thu-Fri.
Insert CopyID 1003 on the 3rd line of the Packet and specify it to run anytime on Fri-Sat-Sun.



Step 3



Specify P0023-001 (the CopyID of the **Packet** itself) as the CopyID for the order lines.

NL Logging Process

During log generation, NL uses the first **Packet** line that can play at the logged time on the log day and date..

Complex Copy Scheduling Example 2

Example: Copy Rotation Changes During Order Run

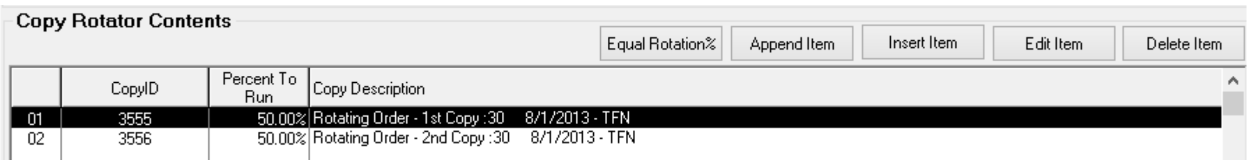
Suppose you have a situation in which the copy rotation changes during the order run.

- Cuts 3555 and 3556 rotate evenly 50/50 through Dec 24
- After Dec 24 you want to rotate cuts 3557 and 3558 33% and 67% respectively.

Because Copy changes on a date within the order run, you need to use a **Schedule** to change the copy **Rotator** in effect on that date.

Step 1

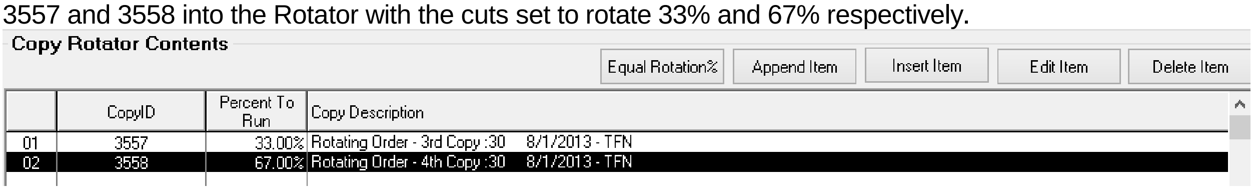
Create a **Rotator** named R005-003 (or any other unique Copy ID) and insert CopyID 3555 and 3556 into the Rotator with each cut set to run 50%.



	CopyID	Percent To Run	Copy Description
01	3555	50.00%	Rotating Order - 1st Copy :30 8/1/2013 - TFN
02	3556	50.00%	Rotating Order - 2nd Copy :30 8/1/2013 - TFN

Step 2

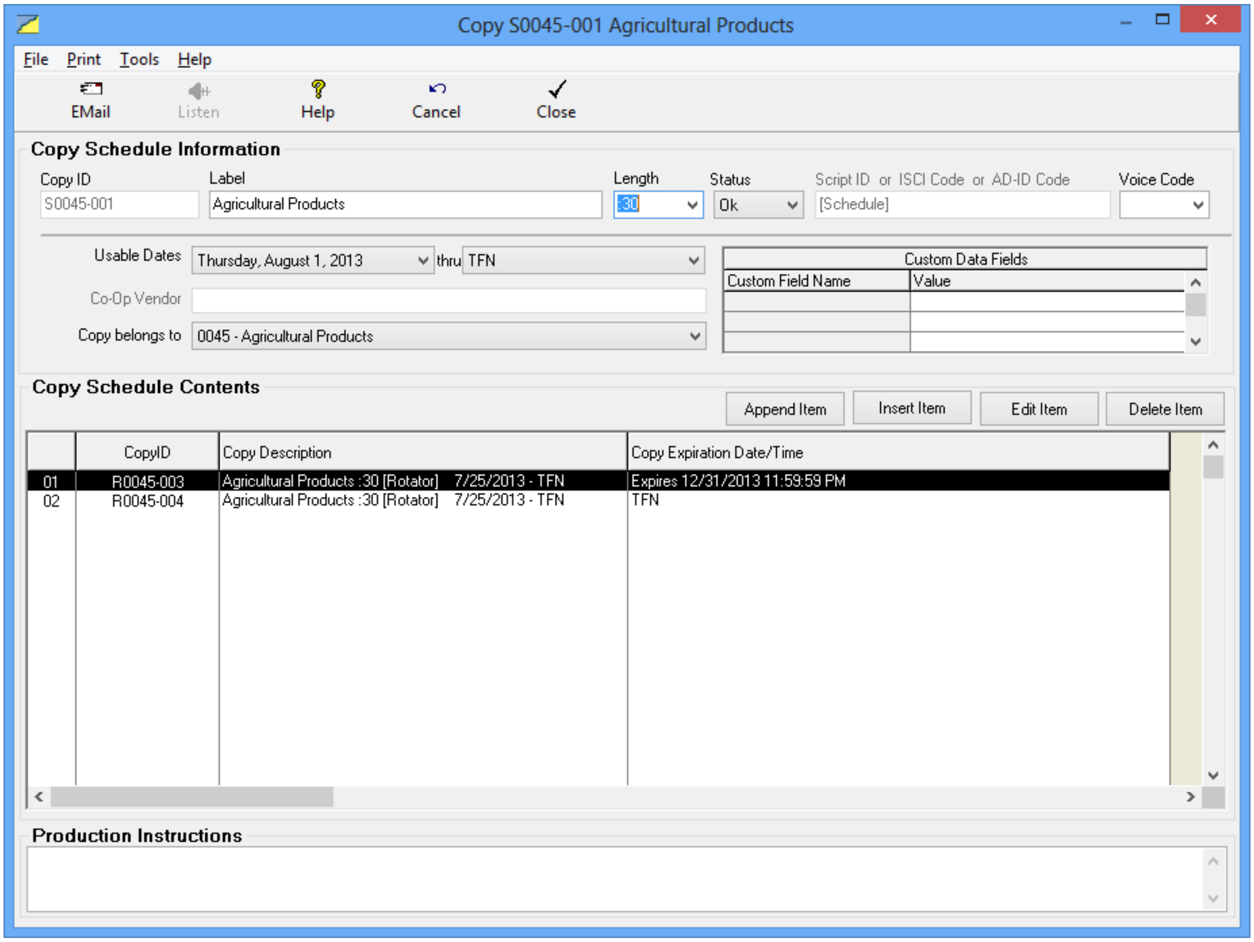
Create another **Rotator** named R005-004 (or any other unique Copy ID) named R0005-004 and insert CopyID 3557 and 3558 into the Rotator with the cuts set to rotate 33% and 67% respectively.



	CopyID	Percent To Run	Copy Description
01	3557	33.00%	Rotating Order - 3rd Copy :30 8/1/2013 - TFN
02	3558	67.00%	Rotating Order - 4th Copy :30 8/1/2013 - TFN

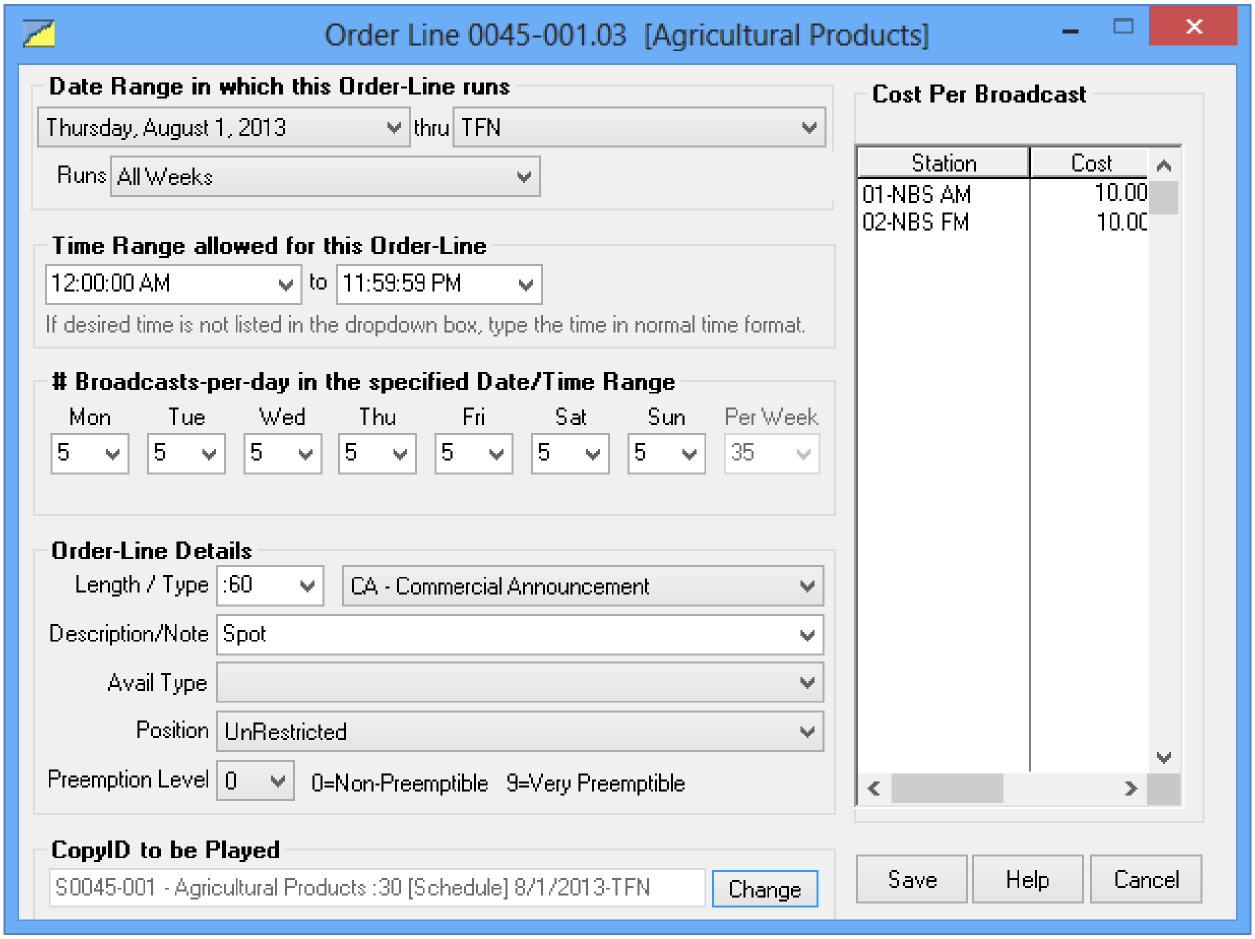
Step 3

Create a copy **Schedule**, and insert **Rotator** R0005-003 (created above) onto the first line and set it to expire Dec 24. Add **Rotator** R0005-004 to the second line of the **Schedule** so it will play after line 1 of the **Schedule** (containing the first **Rotator**) expires.



Step 4

During order entry specify **Schedule** S0045-001 as the CopyID for the order line(s).


Order Line 0045-001.03 [Agricultural Products]
Date Range in which this Order-Line runs
Thursday, August 1, 2013
thru
TFN
Runs
All Weeks
Time Range allowed for this Order-Line
12:00:00 AM
to
11:59:59 PM
If desired time is not listed in the dropdown box, type the time in normal time format.
Broadcasts-per-day in the specified Date/Time Range
Mon Tue Wed Thu Fri Sat Sun Per Week
5 5 5 5 5 5 5 35
Order-Line Details
Length / Type
:60
CA - Commercial Announcement
Description/Note
Spot
Avail Type
Position
UnRestricted
Preemption Level
0
0=Non-Preemptible 9=Very Preemptible
CopyID to be Played
S0045-001 - Agricultural Products :30 [Schedule] 8/1/2013-TFN
Change
Cost Per Broadcast
Station
Cost
01-NBS AM
10.00
02-NBS FM
10.00
Save
Help
Cancel

Complex Copy Scheduling Example 3

Example: Copy Varies Based on Time-of-Day / Day-of-Week AND the Copy Variation Changes During the Order Run

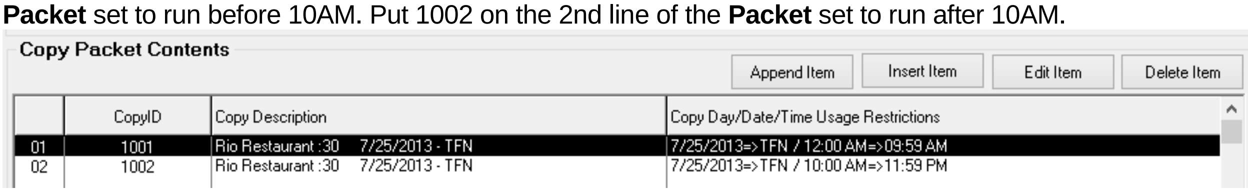
Suppose you have 4 pieces of copy, CopyID 1001, 1002, 1003, 1004 to be run as follows:

- Until Dec 24, you want to run 1001 before 10AM and 1002 after 10AM on all days.
- After Dec 24, you want to run 1003 before 10AM and 1004 after 10AM on all days.

Because Copy changes on a date within the order run, you need to use a Schedule to change the copy on that date. Because there is different copy to be run before 10AM and after 10AM, the Schedule will contain Packets. One packet contains cuts 1001 and 1002 for use until Dec 24. The other Packet contains cuts 1003 and 1004 for use after Dec 24. Each Packet describes time restrictions on the cuts contained in that Packet.

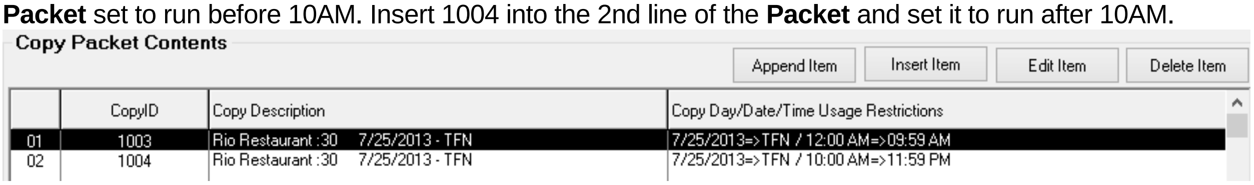
Step 1

Create a **Packet** named P0020-001 (or any unique CopyID), and insert CopyID 1001 on the 1st line of the **Packet** set to run before 10AM. Put 1002 on the 2nd line of the **Packet** set to run after 10AM.



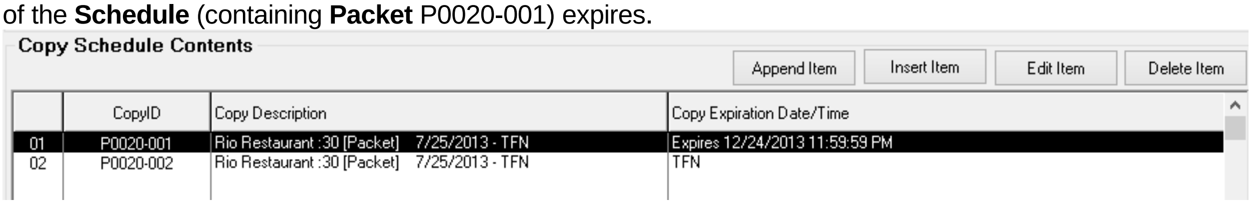
Step 2

Create a **Packet** named P0020-002 (or any unique CopyID), and insert CopyID 1003 on the 1st line of the **Packet** set to run before 10AM. Insert 1004 into the 2nd line of the **Packet** and set it to run after 10AM.



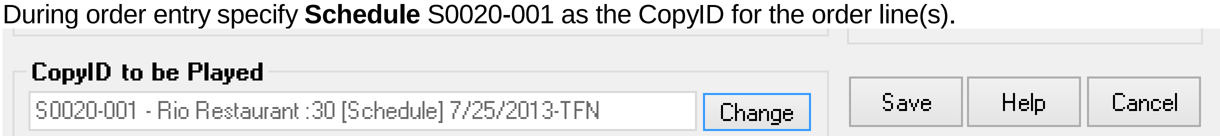
Step 3

Then create a **Schedule** named S0020-001 (or any unique CopyID), and insert **Packet** P0020-001 onto the first line and set it to expire Dec 24. Add **Packet** P0020-002 to the second line of the **Packet** so it will play after line 1 of the **Schedule** (containing **Packet** P0020-001) expires.



Step 4

During order entry specify **Schedule** S0020-001 as the CopyID for the order line(s).



NL Logging Process

During log generation, NL will stay on the first line of the **Schedule** and play Packet P0020-001 [cut 1001 only when the order line runs before 10AM and cut 1002 only when the order line runs after 10AM] through Dec 24.

After Dec 24, it will drop down to line 2 of the **Schedule** and Play Packet P0020-002 [cut 1003 only when the order line runs before 10AM and cut 1004 only when the order line runs after 10AM]

Complex Copy Scheduling Example 4

Example: Copy Varies Based on Time-of-Day / Day-of-Week with Part of Day Running a Rotator

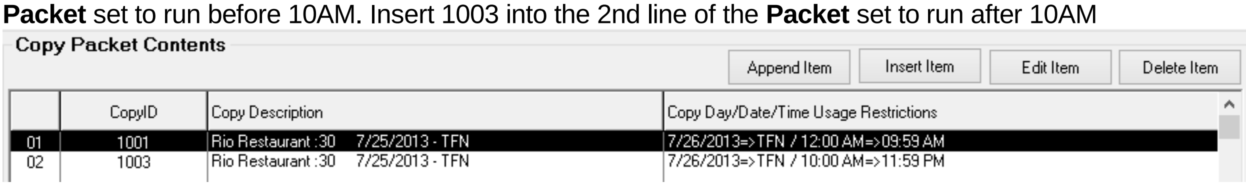
Suppose you have 3 pieces of copy, CopyID 1001, 1002, 1003 to be run as follows:

- You want to rotate cuts 1001 / 1002 50% each before 10AM
- Cut 1003 should run 100% after 10AM

This is especially difficult because NL does not allow **Rotators** to be placed within **Packets** [to prevent endless loops]. Break this problem into 2 **Packets** within a **Rotator**. Packet 1 consists of cuts 1001 and 1003 substituting for each other at 10AM each day. Packet 2 consists of cuts 1002 and 1003 substituting for each other at 10AM each day. Each **Packet** runs 50% of the main Rotator but because cut 1003 is the only cut that can run after 10AM on both Packets it will run anytime either **Packet** is called for after 10AM.

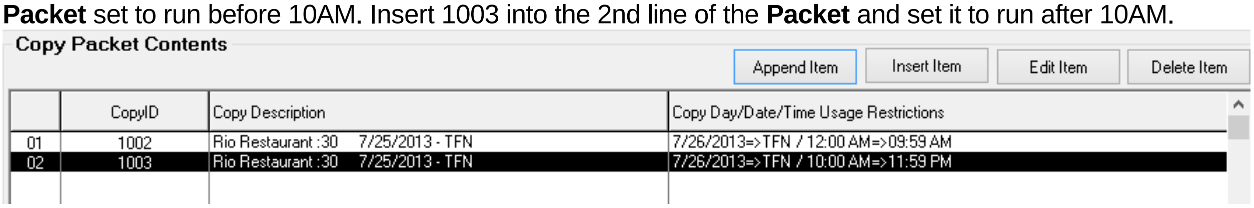
Step 1

Create a **Packet** named P0002-003 (or any unique CopyID), and insert CopyID 1001 on the 1st line of the **Packet** set to run before 10AM. Insert 1003 into the 2nd line of the **Packet** set to run after 10AM



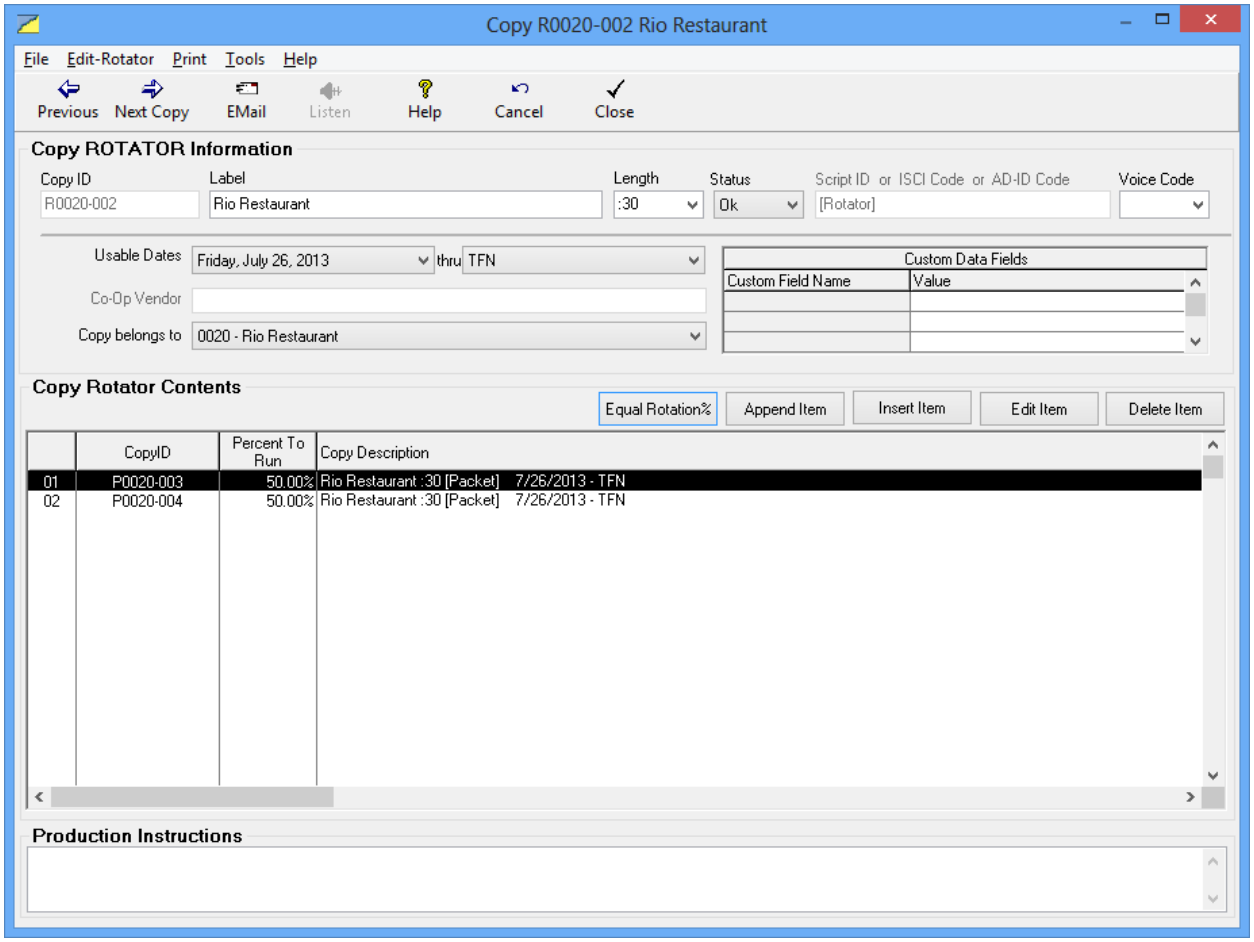
Step 2

Create a **Packet** named P0002-004 (or any unique CopyID), and insert CopyID 1002 on the 1st line of the **Packet** set to run before 10AM. Insert 1003 into the 2nd line of the **Packet** and set it to run after 10AM.



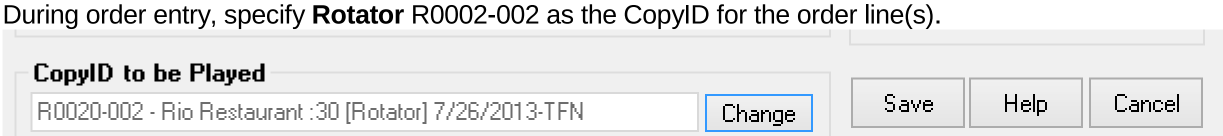
Step 3

Create a **Rotator** named R0002-005 (or any unique CopyID), and insert **Packet** P0002-005A on the 1st line set to run 50%. Add **Packet** P1002 (created above) on the 2nd line of the **Rotator** set to run 50%.



Step 4

During order entry, specify **Rotator** R0002-002 as the CopyID for the order line(s).

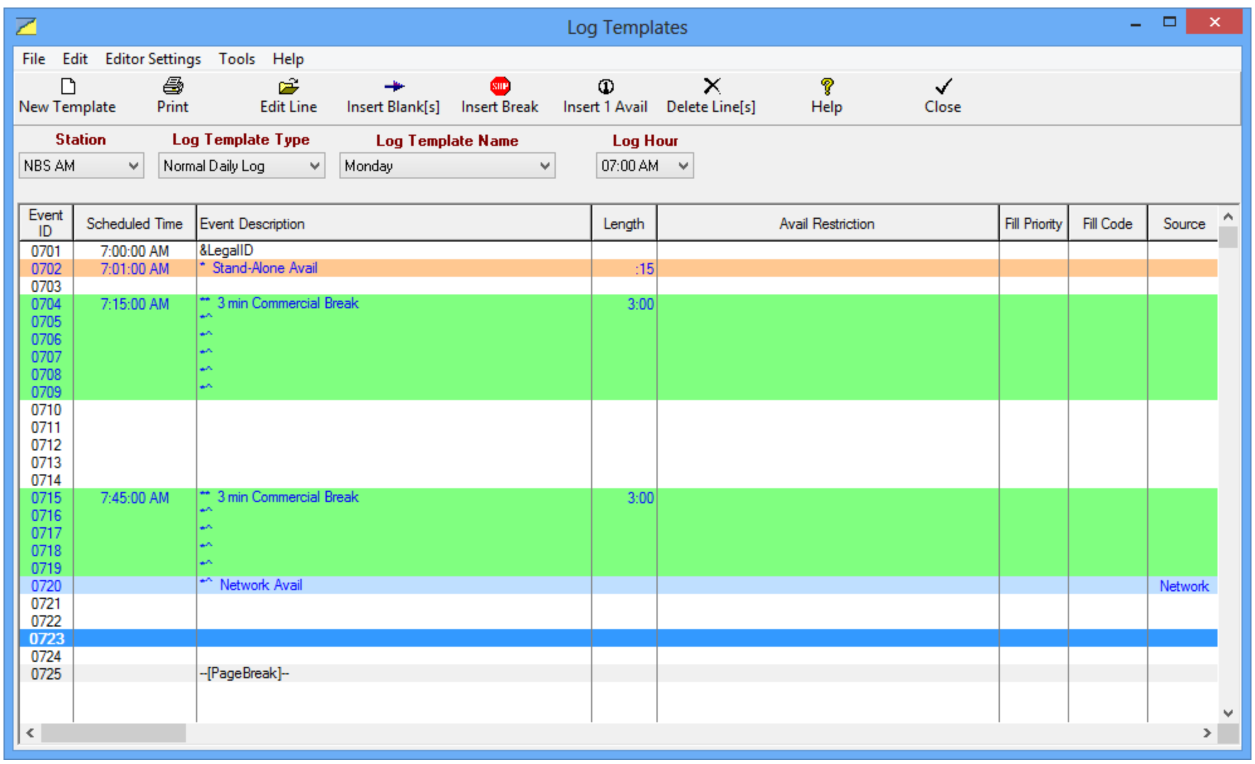


NL Logging Process

During log generation, NL will rotate 50/50 between the 2 lines of **Rotator** R0002-002 to select **Packet** P0002-003 or P0002-004. Then it will open the selected **Packet** and determine which **Copy** within the **Packe**t should be played based on whether the time is before or after 10AM. Because Line 2 [used after 10AM] on each Packet specifies cut 1003, it will be the only Copy to run after 10AM no matter which **Packet** is chosen by the **Rotator**.

Log Templates

To access the Log Template Editor, from the main NL menu, select **[Logs]** then the Template Type you want to work with. You can then use the drop-down boxes to select the Station, Log Template Type, the Specific Log Template, and the hour to be displayed.
Log Templates are color coded to show commercial breaks, stand-alone avails and network avails. You can edit this color coding via [Editor Settings][Color Coding].



What Are Log Templates?

Log Templates (or skeleton logs) are used by NL so that it will know where you want commercial avails, programs, text, and automation commands to appear on your log. Each station has its own set of Log Templates. At a minimum, there must be a Normal Daily Log Template for each day of the week. (Monday-Sunday).

Normal Daily Log Templates

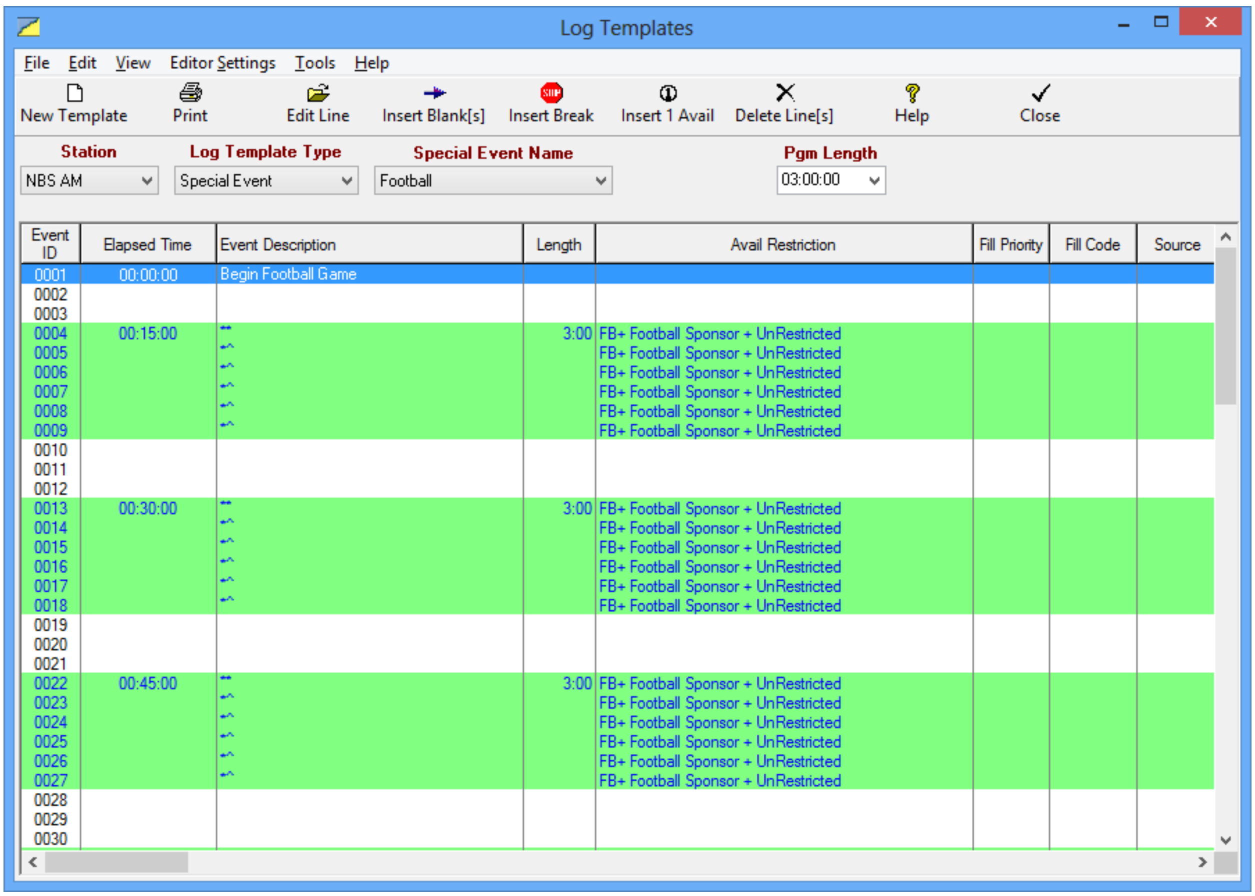
You must have one Log Template for each weekday (Monday-Sunday) for each station. These are used by Natural Log as the default Log Template when generating logs for the respective day unless it finds a Special Date Log Template for the date for which a log is being generated. See Creating New Log Templates.

Special Date Log Templates

Occasionally you may need to use a Special Log Template instead of your regular daily log format for only one day. The easiest way to do this is to open the Normal Daily Log Template for the day and copy it to a Special Date Log Template for the date. You can then make any changes in that new Special Date Log Template that will not affect the Normal Daily Log Template. On the specified date only, that Special Date Log Template will automatically be used in place of the Normal Daily Log Template. Creating New Log Templates

Special Events Templates

These are "partial-day" Log Templates useful for stations that run programming that often changes times and days, such as sports programming. See Creating New Log Templates. These Special Event Templates have the same formatting as regular Log Templates except:



- They apply to less than a full day
- The Log Template Time column is elapsed time since the start of the Special Event

- They may be scheduled to replace the regular Log template for a specified period of time on a given date and time. [See Special Event Scheduling] During the period these Special Events Templates are scheduled, the regular Log Template for the day is not used.

- Order Lines may be linked to the Special Event Template so the order line runs anytime the special event is scheduled.

WARNING: NL allows scheduling a Special Events Template to start at a time [and with a length] that causes it to continue past 11:59:59 PM. However the "past midnight" events will appear after the 11PM hour in the log for the date on which in Special Event began. This MAY create unwanted results in your automation system, particularly if there are any "timed events" in the template that occur past midnight.

Other Log Templates

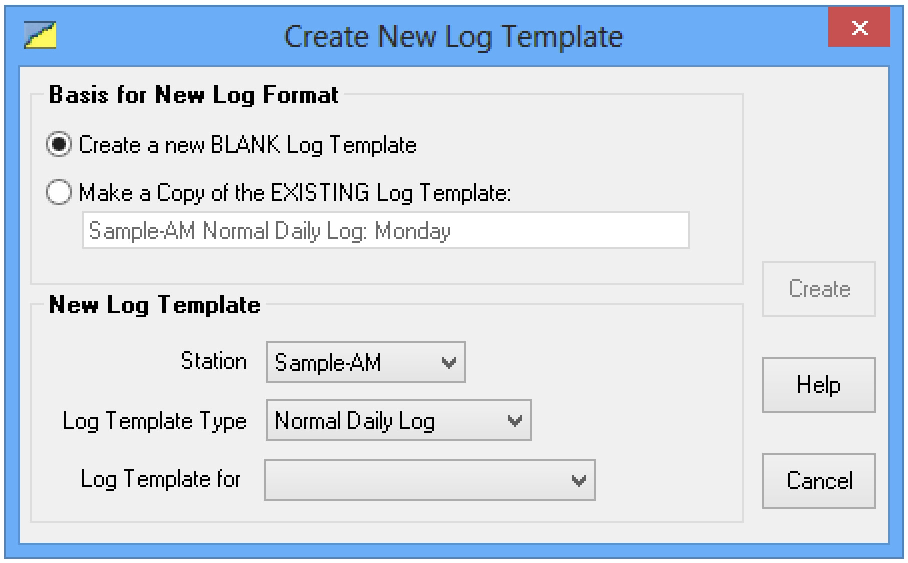
These are Log templates you save under a specific name for later use. For example, you might save the Friday Normal Daily Log Template as Other Log Template named "Friday-Old". Then you can edit the Friday Normal Daily Log Template to add some more commercial breaks for a heavy advertising period. Later when you want to revert to the original Friday Log Template, open the "Friday-Old" Other Log Template and copy it back to the Friday Normal Daily Log Template. See Creating New Log Templates.

Also see
Creating New Log Templates
Editing Log Templates
Copying Log Templates
Inserting Commercial Avails
Inserting Special Events Templates

Creating New Log Templates

To access the Log Template Editor, from the main NL menu, select **[Logs]** then the Template Type you want to work with. You can then use the drop-down boxes to select the Station, Log Template Type, the Specific Log Template, and the hour to be displayed.

In the Log Template Editor, click **[File]** then **[New]** to create a new Log Template.



Basis for New Log Template Choose if you want to create a new blank Log Template or a new Template using a copy of the open existing Log Template as the basis for the new Log Template.

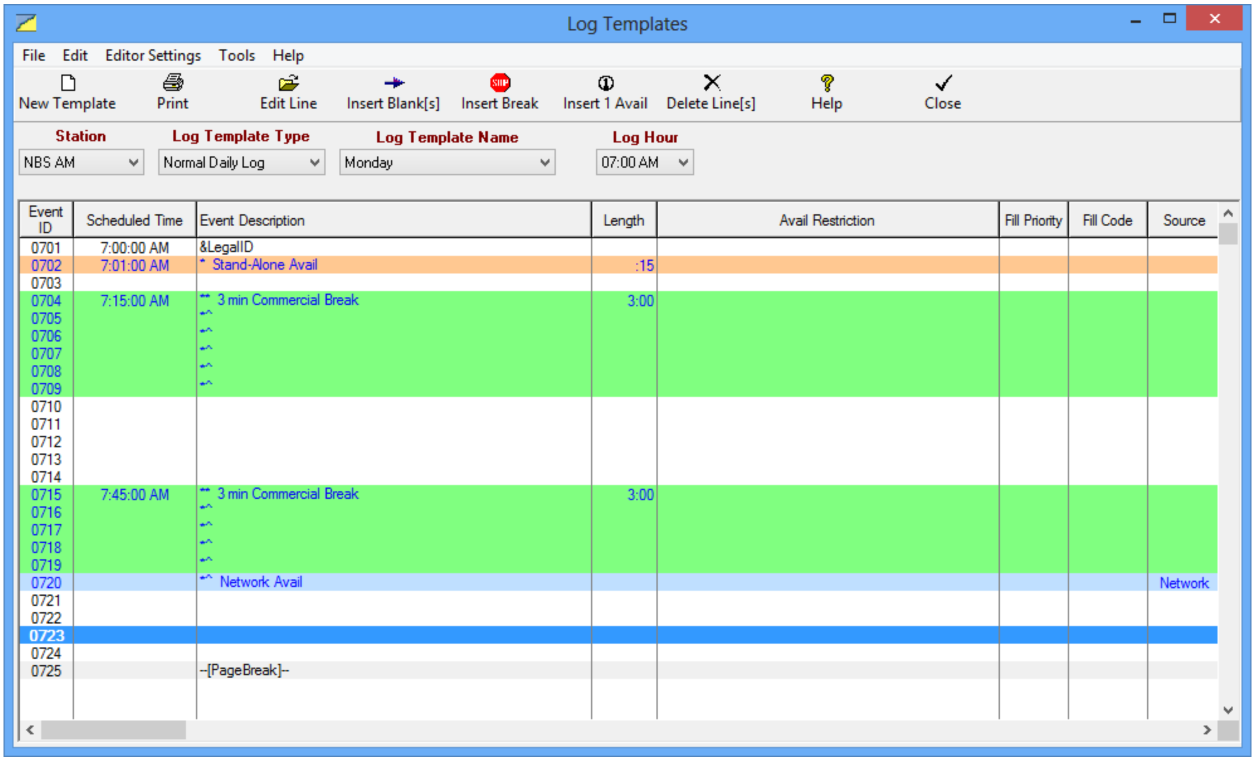
Station Select the station to which the Log Template belongs.

Template Type Select which type of Template you want to create:

Normal Daily Log	Select the day
Special Date Log	Select the date
Other Log Template	Select a unique name
Special Event Template	Select a unique name

Editing Log Templates

To access the Log Template Editor, from the main NL menu, select **[Logs]** then the Template Type you want to work with. You can then use the drop-down boxes to select the Station, Log Template Type, the Specific Log Template, and the hour to be displayed.



Editing or Adding Log Template Events

To edit or enter an individual Log template event, **[double-click]** the event.You can also **[Right-click]** on the Log Template to access an **Edit Menu:**

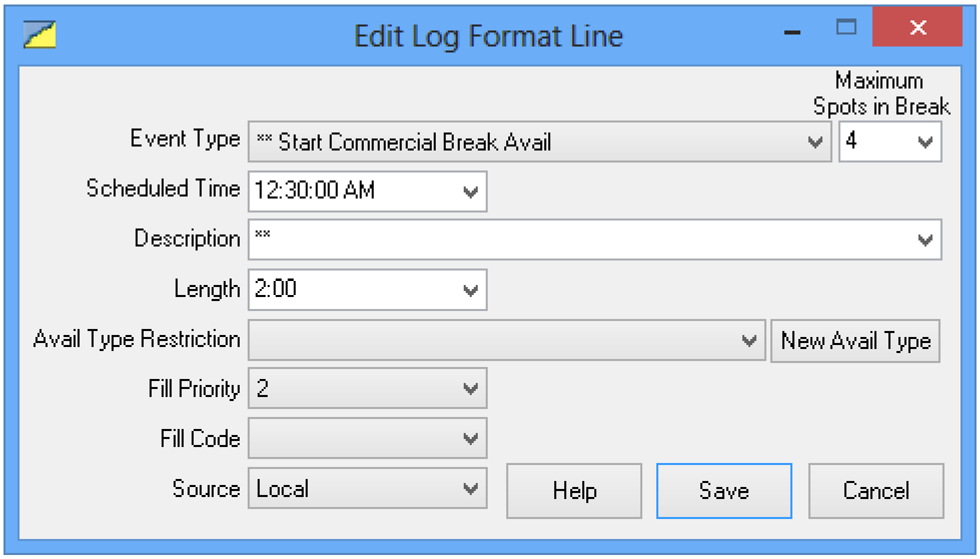
- Cut-and-Paste event lines to and from the Log Template and the ClipBoard
- Append and Insert Blank Line(s)
- Insert PageBreak to force NL to start a new page when printing the log.
- Insert Commercial Break
- Insert Stand-Alone Avail
- Insert Special Event Template
- Mass-Changer to paste all or part of one Log Template into another Log Template. [See section 5.03]

Note Regarding Log Template Event Numbers

Log Template event numbers do not correspond to time, except that the first 2 digits indicate the hour in which the event occurs. Example: Event 0810 is simply the 10th event in the 8 o'clock AM Template hour and may occur at any time in that hour which you enter in the time column
Also see Editing Log Template Events

Editing Log Template Events

To access the Log Template Editor, from the main NL menu, select **[Logs]** then the Template Type you want to work with. You can then use the drop-down boxes to select the Station, Log Template Type, the Specific Log Template, and the hour to be displayed. To edit or enter an individual Log template event, **[double-click]** the event on the Log Template screen. These items may be edited.



Note Regarding Log Template Event Numbers

Log Template event numbers do not correspond to time, except that the first 2 digits indicate the hour in which the event occurs. **Example:** Event 0810 is simply the 10th event in the 8 o'clock AM Template hour and may occur at any time in that hour which you enter in the time column.

Log Template Event Type

On the Log Template event edit screen, this box is only available when entering a new Log Template event. You can select:

- **** Start New Commercial Break Avail**
- ***^ Continue Commercial Break Avail**
- *** Stand-Alone Avail**
- **Log Text / Program Title / Automation Command**
- **--[PageBreak]--**

Log Template Time

You can enter the time for the event in this column. If you leave the time blank, NL looks up the Log Template and uses the last valid time entered in this column and applies it to this event. **Note**: If the Log Template being edited is a Special Event Template this column is elapsed time since the start of the program. In all other cases this is actual time of day.

Log Template Event Description

The Event Description column of Log Templates may contain the following items. If it is blank, NL will print a blank line for proper spacing between other log items.

The Event Description column of Log Templates may contain the following items. If it is blank, NL will print a blank line for proper spacing between other log items.

- **Text** NL will print whatever text you enter for this event description on the Log when it is generated.

- **Automation Command** These always start with **&**. See automation for information on entering commands for your specific automation system. Also see Auto-Inserting Date / Time Text & Automation Commands in Log templates.

- Automatic Entry of Date and Time Sensitive Items as Text on Log Templates

- ***** tells NL that this is a stand-alone commercial avail. If you enter a length for the avail, the computer will assume that the commercial must be that exact length. Otherwise leave the length blank.

- ****** indicates that this event is the start of a commercial break (also known as stop-set or cluster) of 2 or more commercials to be scheduled together. Each *^ on consecutive events after this event is considered part of this commercial break. You may set a Maximum Length for commercial breaks by entering the length on the event at which the set begins.

- *^ indicates an avail which is part of a commercial break.

- **Sign-ON/Sign-OFF** NL assumes you are on the air 24 hours unless you enter **Sign-ON** as the event description at your Sign-On time and **Sign-OFF** as the event name at your Sign-Off time. [Hyphen is required].

- **--[PageBreak]--** forces NL to send a page break when the log is printed. This gives the user control over where page breaks occur and allows the user to combine hours on one printed log page if desired.

Log Template Event Length

The length entry is required only in the circumstances shiown below. If you don't care about the length, leave it blank.

- **Commercial Break Length** For an event which starts a commercial break, the length you enter (if any) will specify a maximum minutes:seconds for the **Total commercial set length**.

- **Stand-Alone Commercial** For an event which is a Stand-Alone commercial avail if you enter a length NL will only fill that avail with an item with a matching of the length.

Log Template Avail-Type Restriction

Warning: Log Template Avail-Type and Broadcast Order Avail-Type should almost always be Unrestricted [blank]! Avail type restrictions are most commonly used to reserve an avail slot for a particular customer or type of order such as a program sponsorship.

Only if necessary to accomplish a specific goal, you may specify a restriction on the use of an avail. You do this by entering a valid Avail Type. NL will never insert any spot from a Broadcast Order into this avail unless the spot has an Avail-Type designation which matches. In this way you can protect your special avails (e.g. sponsorship avails, etc.). If you leave this **Unrestricted**, NL assumes that there is **no restriction** on the use of the avail.

If you want to make an avail usable for a restricted avail type spot, but also allow it to be used for unrestricted spots if no restricted type spot uses the avail, you simply put a **+** after the avail type. For example, an avail type listed as **CS+** would be used for any **CS** spots if needed, but if it is not needed for a **CS** restricted spot, it can be used for unrestricted avail-type spots.

Log Template Fill-Priority

Within each hour you can specify the order in which NL uses the avails in each hour by specifying a Fill-Priority. Within each hour, NL will fill all priority 1 avails, then priority 2, etc., up to priority 99. In this way you can control how an hour is filled with spots or which commercial sets are used first. You can use the same Fill-Priority for each line within a commercial break or use different Fill-Priorities on each line in a break to force NL to skip around between breaks.

Also, by assigning a priority of **100 to 199** or **200 to 299, etc., t**o a commercial avail, you can create secondary avails to be used only when all lower level avails (**priority 0 to 99**) are full in all hours of the day. Your choices:

First Level:	**1 to 99**
Second Level:	**100 to 199**
Third Level:	**200 to 299**
Continuing to the 8th level	**900 to 999**

NOTE: Mandatory commercial breaks must have priority level of **0 to 99**, never **100 to 899**! If you leave the Fill-Priority blank, NL assigns it a level of 99.

Log Template Fill-Code

The fill code is requested only for events with ** designating a commercial break or * designating a Stand-Alone commercial avail. It is skipped for all other event types. **Unless one of the following situations applies, this should always be left blank!** Your choices are:

- **Mandatory** - NL will force all Mandatory stand-alone avails to be filled. It will also fill to the proper length any Mandatory commercial breaks provided you enter a desired length.

- **If Used Fill** - NL will fill commercial breaks to the proper length only if at least one spot is logged in that commercial break and a length is entered for the commercial break. This is helpful for satellite network formats in which you must fill certain commercial breaks because the network does not cover them.

Note: If no length is entered for a **Mandatory** or **If Used** commercial set, NL only will fill the avails in that commercial break which have an Avail-Type restriction.

Log Template Source

This allows you to enter the source for an event. Usually this will be **Local** but you may also enter **Network**. The computer uses this information to generate network spot files containing avails for you to quickly enter network spots. If this is entered as **Local**, NL will use this avail for local spots. If you enter this as **Network**, the NL will save this avail for network spots only.

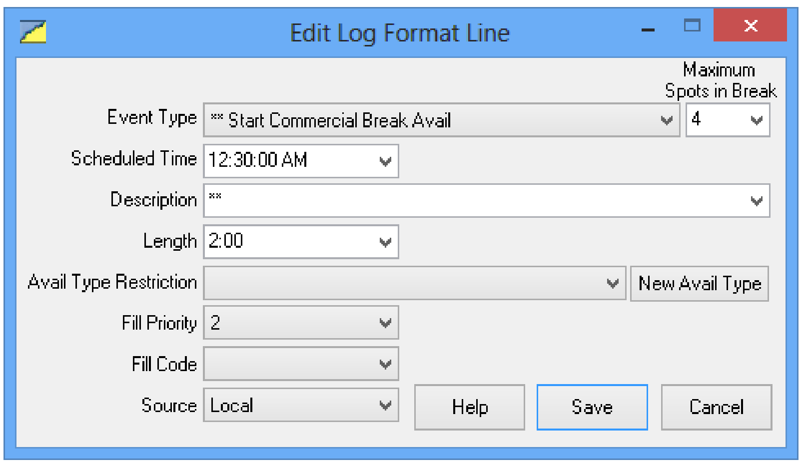
Inserting Avails Into Log Templates

To access the Log Template Editor, from the main NL menu, select **[Logs]** then the Template Type you want to work with. You can then use the drop-down boxes to select the Station, Log Template Type, the Specific Log Template, and the hour to be displayed. To edit or enter an individual Log template event, **[double-click]** the event on the Log Template screen. These items may be edited.

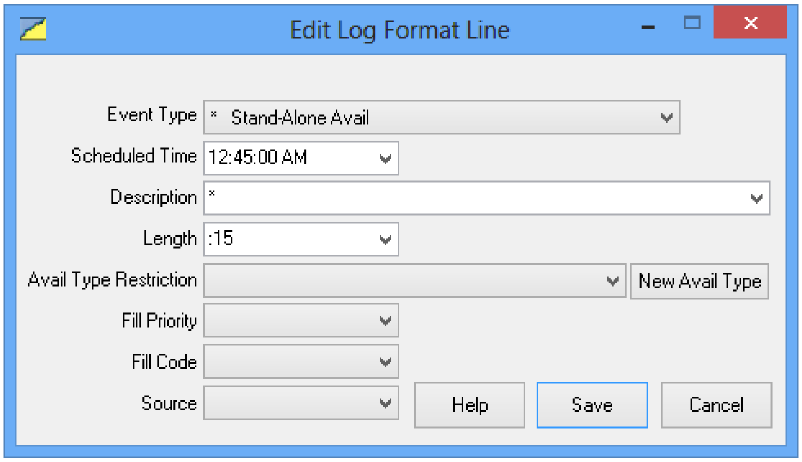
Inserting Commercial Avails

Commercial avails show NL where it can schedule items from Broadcast Orders. In the Log Template Editor, click **[Edit][Insert]** to insert a new Commercial Break or Stand-Alone avail.

- **Commercial Break Avails** Most stations use commercial breaks (also known as stop-sets or clusters). Every commercial break in NL starts with the double asterisk ******, and all other lines within the commercial break have ***^** to signify that it is part of the commercial break. Each line starting with ****** or ***^** can receive 1 item from a Broadcast Order. The line containing the ****** also holds information about the maximum length of the break and the maximum number of items that can be placed in the break. If you need to force a break to be filled, enter **Mandatory** for the Fill-Code. If you need to force a break to be filled to exact length only if at least one item is logged in the break [such as for optional network breaks that can be skipped but if taken must be filled to length] enter **If-Used** for the Fill-Code



- **Stand-Alone Commercial Avails** You can also set up the Log Template for Stand-Alone commercials (not part of commercial breaks). These Log Template lines always begin with a single asterisk *****. You may also mix the commercial breaks and Stand-Alone commercial avails as you desire

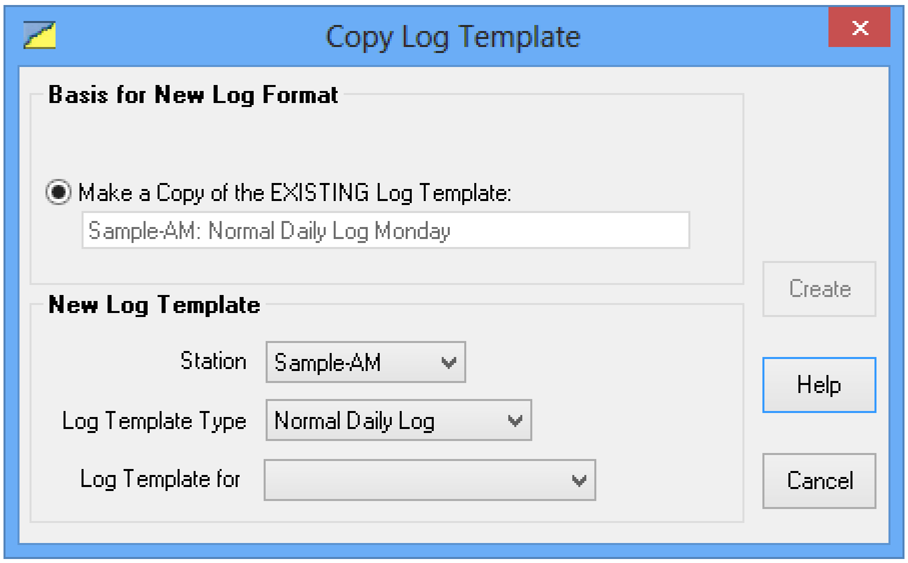

Edit Log Format Line
Event Type
* Stand-Alone Avail
Scheduled Time
12:45:00 AM
Description
*
Length
:15
Avail Type Restriction
New Avail Type
Fill Priority
Fill Code
Source
Help
Save
Cancel

Copying Log Templates

To access the Log Template Editor, from the main NL menu, select **[Logs]** then the Template Type you want to work with. You can then use the drop-down boxes to select the Station, Log Template Type, the Specific Log Template, and the hour to be displayed.

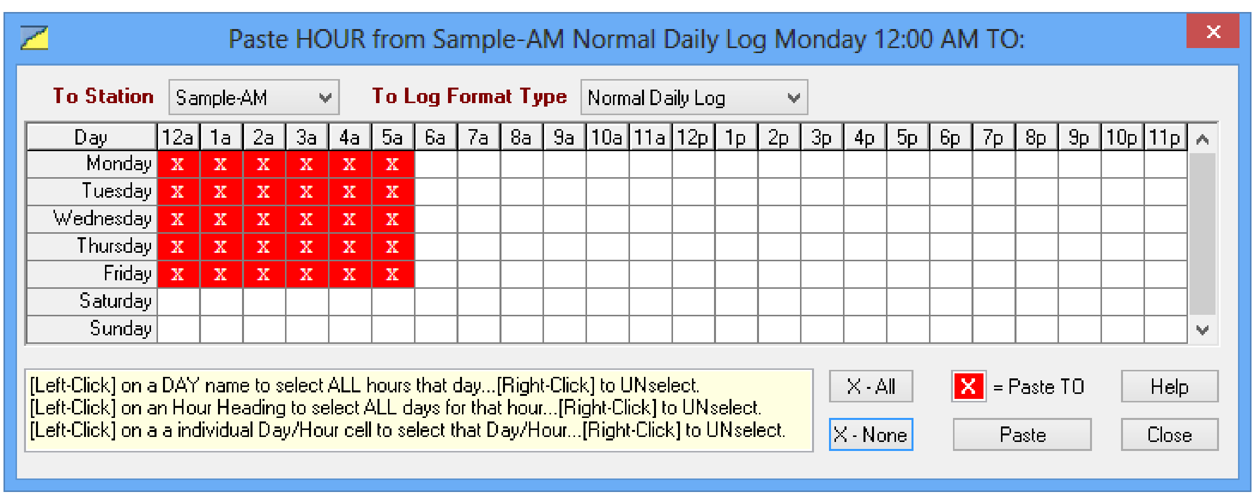
Copy an Entire Log Template

To copy an entire Log Template, open the Log Template to be copied from and click **[File][Copy Template]** and select the Log Template to be copied to.



Copy an Entire Hour of a Log Template

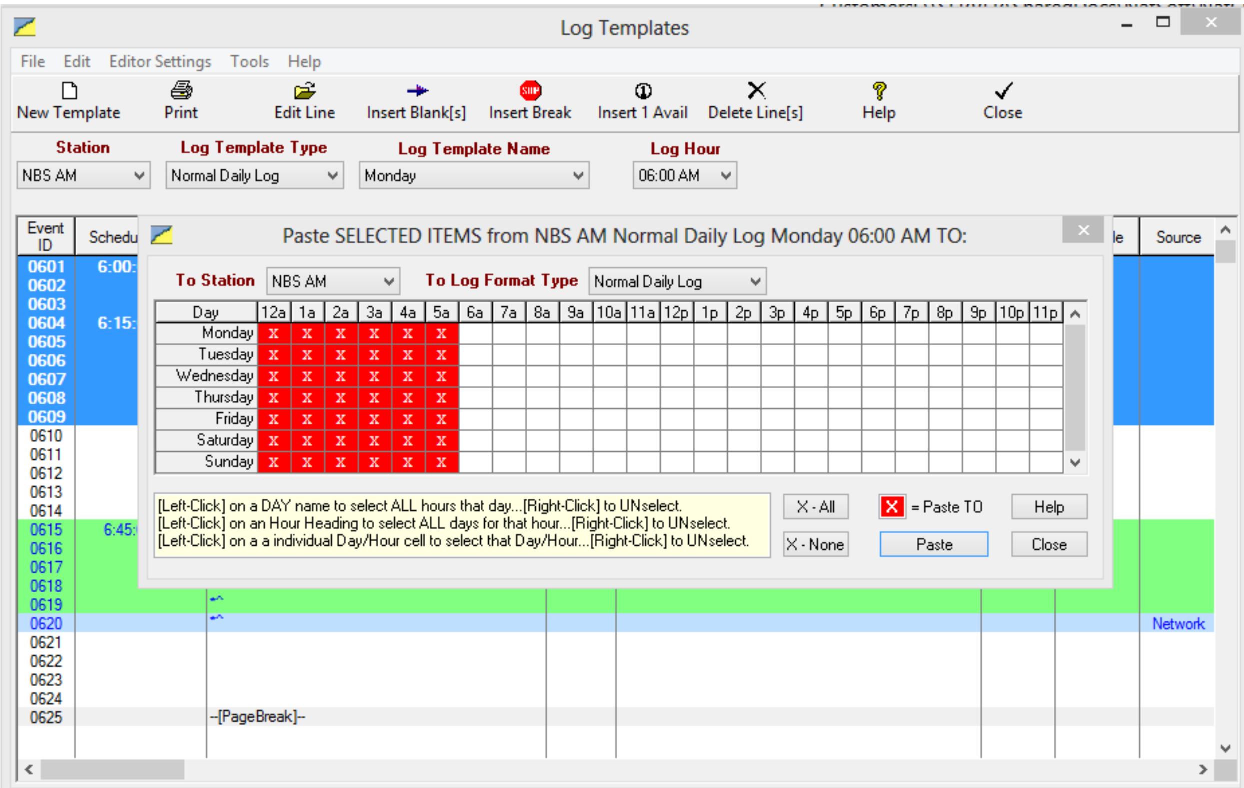
To copy one hour to other days/hours, display the hour to be copied from.
Then click **[Edit][Mass Change][Paste Hour to Other Days/Hours]**. Then select the appropriate days and hours into which the displayed hour should be pasted.



Copy a Portion of a Log Template

To copy one or more events from one Log Template to other(s), select the item(s) to be copied by either:

- Hold down the **[Right-Click]** and **Drag your mouse** slowly over the items to be copied
- **[Ctrl] [Right-Clicking]** them to select multiple items one at a time.
- Click **[Edit][Select All]**



After the item(s) are selected, click **[Edit][Mass Change][Paste Selected Item(s) to other Days/Hours]**. Then select the appropriate days and hours into which the selected items should be pasted.

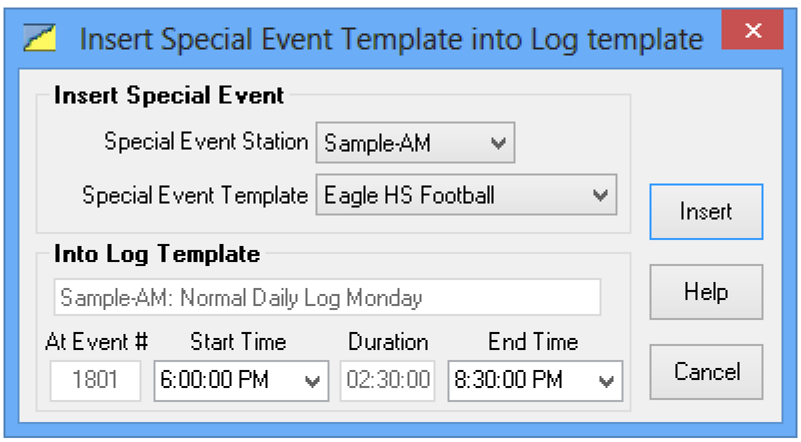
Inserting a Special Event Template into Log Templates

To access the Log Template Editor, from the main NL menu, select **[Logs]** then the Template Type you want to work with. You can then use the drop-down boxes to select the Station, Log Template Type, the Specific Log Template, and the hour to be displayed. To edit or enter an individual Log template event, **[double-click]** the event on the Log Template screen. These items may be edited.

Automatic insertion of Special Event Templates is easily accomplished in NL using Special Event Scheduling**.** That method is recommended.

However, you can still insert [paste] a Special Event Template into a Special Date Log Template or a Normal Daily Log Template as was done in earlier DOS versions of Natural Log as follows.

- Open the Log template into which the Special Event is to be pasted
- Click to highlight the event where you want the Special Event to begin
- Then click **[Edit][Insert][Special Event Template]** and select the Special Event Template to be inserted



- Enter the Special Event start time and end time
- Click **[Insert]**

The Special Event Template will be pasted into the Log Template starting at the selected event. All existing Log Template events between the Special Event start and end times will be removed.

Auto-Inserting Date / Time Text & Automation Commands in Log templates

You may place date specific text items and automation commands into your log templates and the dates are inserted per the date format you use.

Example: Suppose you want to schedule an audio cut on your Automation system which you name ABCD followed by the month and date. The audio cut to be played on Nov 28 would be ABCD1128. You can enter &ABCD[mmdd] in the Event Description column of your log template.

The following date/time formats are accepted. The brackets are required. NL will automatically substitute the appropriately formatted date / time in place of these text strings. You may put a space and a description after the date/time items. You can add [NEXT] after any date string to use the next date rather than the log date. You can use multiple formats on the same text line, just be sure to enclose each in separate brackets.

- [mmddyyyy]
- [mmddyy]
- [mmdd]
- [ddmmyyyy]
- [ddmm]
- [yymmdd]
- [yyddmm]
- [yyyymmdd]
- [yyyyddmm]
- [mmm] 3-Character month abbreviation
- [mmmm] Full month name
- [dd] 2 digit day-of-month
- [Day] Abbreviated day name: Mon, Tue, Wed, etc.
- [DayNum] The # of the day-of-week: 1=Mon, 7=Sun.
- [hh] or [hhmm] or [hhmmss]
- [dhhmm] or [dhhmmss]
- [####] or [###] or [##] or [#]
- [d###] or [d##]

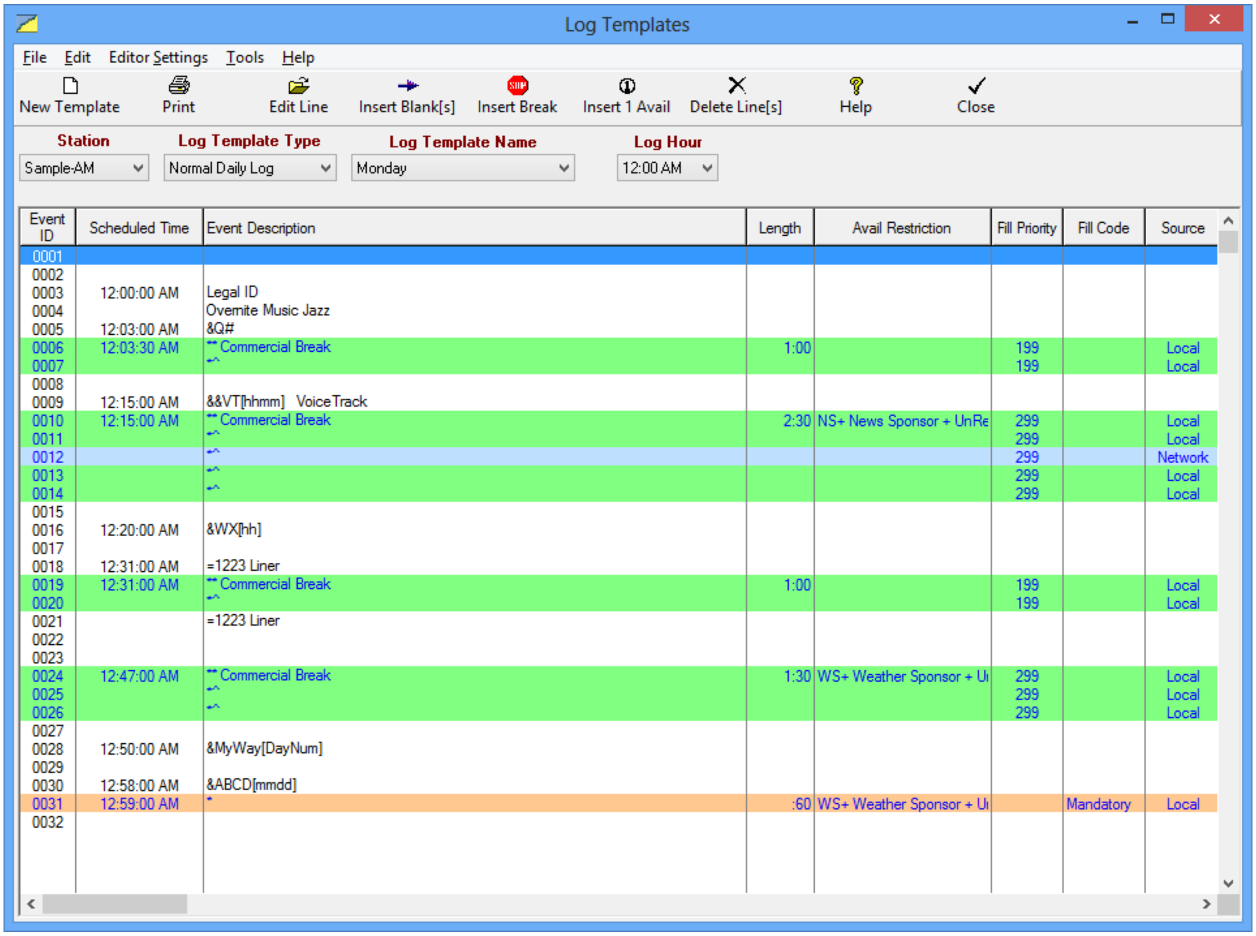
where:

yy, and yyyy indicates 2 or 4 digit year. mm indicates 2-digit month. dd indicates 2-digit day-of-month.

hh indicates hour, mm indicates minutes, ss indicates seconds in the minute

d indicates day # in week (Monday is day 1, Sunday is day 7).

[####] to [#] indicates a sequential event counter padded to the requisite number of digits with 0's.This means each time NM5 sees one of these [#] commands it increases by 1 for each time it is used in that day's log and left pads to at least the requisite number of digits with 0's. If the event counter requires more digits than allowed within the [], all digits are displayed. Example: [#] with event counter 99 becomes &99. d### or d## indicates the same counter with a day number preceding it.



Example 1: Suppose you want to schedule a voice-track audio cut recorded on your automation system as VT followed by the hour and minute it is scheduled. The audio cut to be played at 12:15 AM would be VT0015. You can enter &VT[hhmm] in the Event Description column of your log template as shown on event 0009 shown above.

Example 2: Suppose you want to schedule an hour-specific weather forecast recorded in your automation system as WX followed by the hour number. The audio cut to be played at in the 12AM hour would be WX01. You can enter &WX[hh] in the Event Description column of your log template as shown on event 0016 shown above.

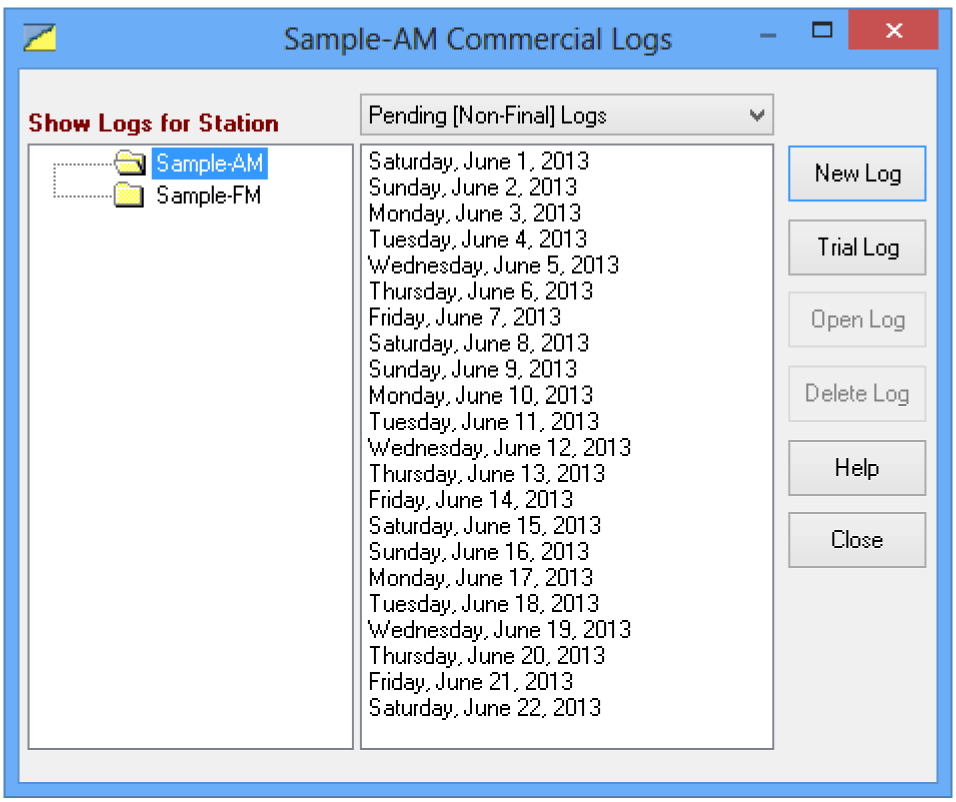
Example 3: Suppose you want to schedule a program audio cut on your automation system which you name MyWay followed by day-of-week number. The audio cut to be played at on Monday would be MyWay1. You can enter &MyWay[DayNum] in the Event Description column of your log template as shown on event 0028 shown above.

Example 4: Suppose you want to schedule an audio cut recorded on your automation system which you name ABCD followed by the month and date. The audio cut to be played on Nov 28 would be ABCD1128. You can enter &ABCD[mmdd] in the Event Description column of your log template as shown on event 0030 shown above.

Commercial Logs

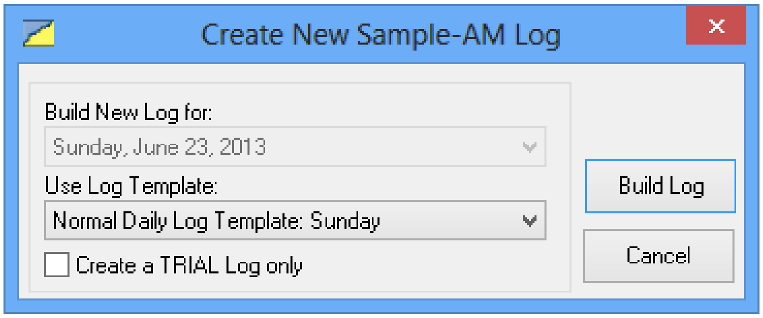
At the Natural Log main screen, select **[Logs]**. This section of the Natural Log system allows you to generate and edit Logs. These logs can be printed for a live DJ's use or converted into Automation Logs if you are using an Automation system.

Note: You can't create a log for a station for a day until you have first created a default Normal Daily Log Template for that weekday (Monday-Sunday) for that station so NL knows where your commercial avails are scheduled. See Creating Log Templates.



Create New Log

Click **[Logs] [New Log]**. This generates a new Log for a day. Please note that these New "real" Logs must be generated in chronological order such as 01-01-14 then 01-02-14, etc. After the new log is created it is automatically loaded into the Log Editor where it may be edited, printed, and converted into an automation log.

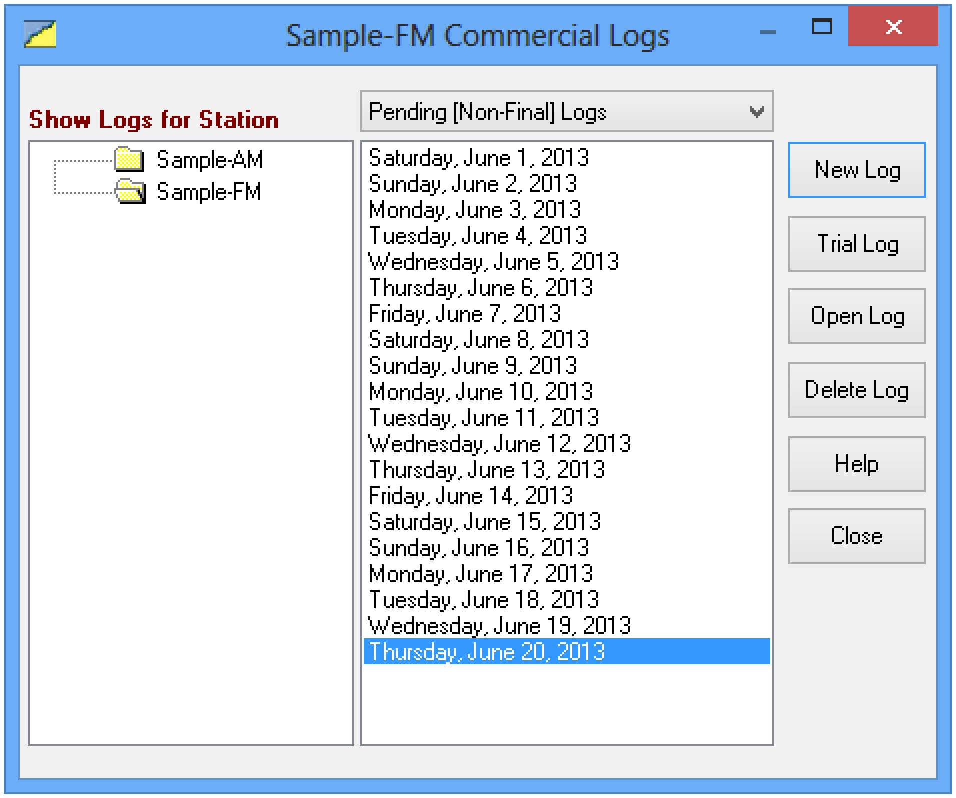


Create Trial Log
Click **[Logs] [Trial Log]**. This generates a Trial Log for any day in the future. Copy rotators are not affected. After the trial log is created it is automatically loaded into the Log Editor where it may be viewed but not edited.

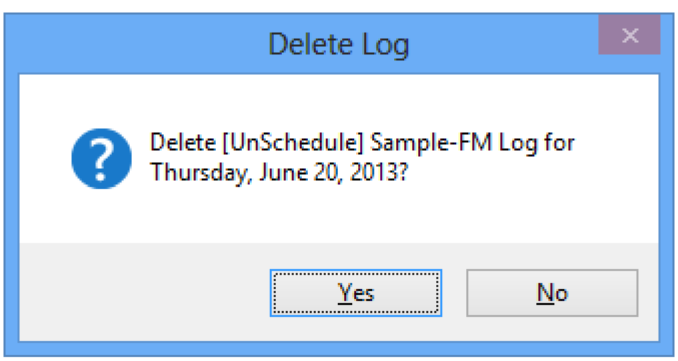
Also see
Log Editor
Delete [Unschedule] a Log
Automation Log
Printing Log

Delete [UnSchedule] a Log

Delete [Unschedule] Logs Click **[Logs]** and select an existing Log. Then click **[Delete]** to unschedule an existing Log. You can only delete Trial Logs or Pending [Non-Final] Logs which have not been charged to invoices.



- Logs must be deleted in the reverse order that they were generated to be sure the Copy Rotators are restored to their original order. That is, the last Log should be rejected first so that the Copy Rotators will be properly restored.

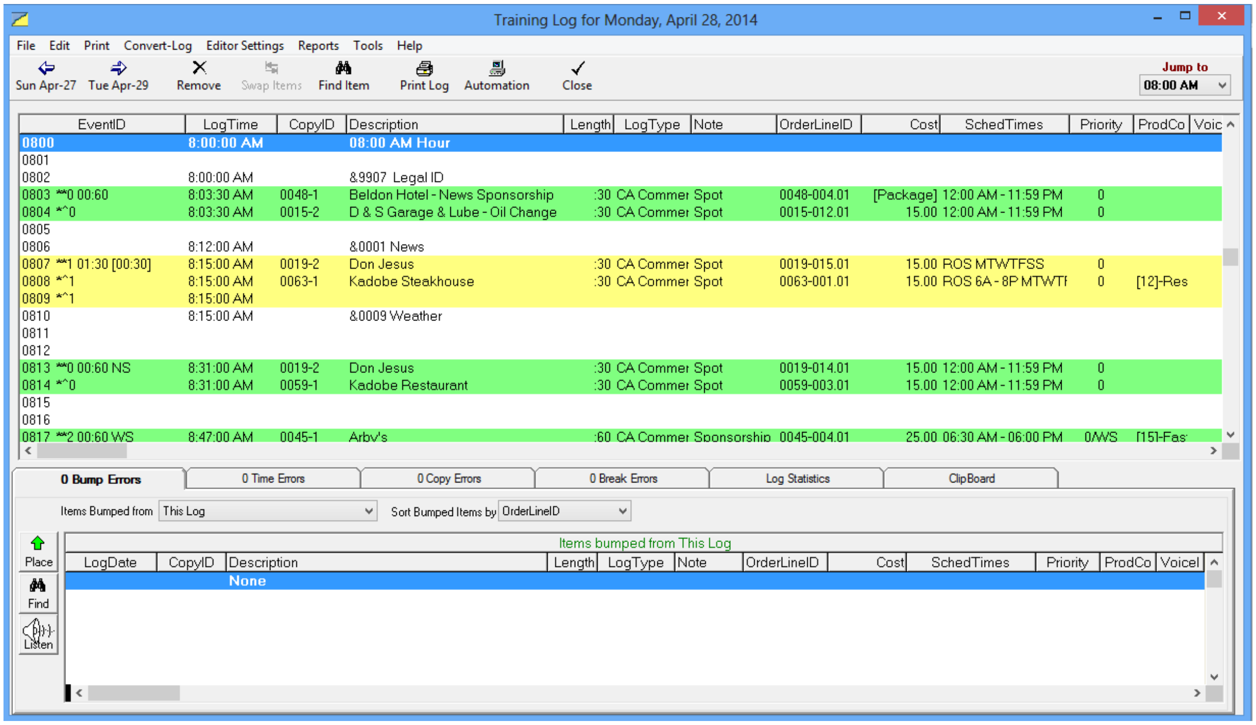


Also see
[New Log]
[Log Editor]
[Automation Log]

Log Editor

Also See Log Editor diagnostics

At the Natural Log main screen, select **[Logs]**. Select an existing Log and then click **[Open]**.



Changing the Log Editor Display

You can adjust the split between the upper Log window and the lower Log Diagnostics window by dragging the bottom of the log window up or down. NL remembers where you last placed the divider. You can modify the color coding of breaks and avails using **[Editor Settings][Colors]** You can always return to default log display by selecting**[Editor Settings][Restore Default Settings]**.

You can select which log item columns are displayed on the Log Editor screen by selecting **[Editor Settings][Columns]** from the menu on the Log Editor. Then add or remove the desired columns to be displayed, click **[Apply]**, and the Log Editor will display only your selected columns. You can adjust the column widths by dragging the column dividers left or right and NL will remember these column choices and widths in the future. **Note**: The Log Editor column settings are set separately for each station if you are using a multi-station version of NL.

If you prefer not to see the avails information displayed in the left column, click **[Editor Settings][Hide Avails].** NL will remember this menu setting until you change it again.

Selecting Items on the Log

To highlight (select) more than one line on the log for some action (such as cut-and-paste), use the **[Ctrl][Left-Click]** keys simultaneously on each individual line or hold the **right** mouse button down while you move the mouse over the lines to be selected.

File Menu

File menu commands include the following:

- **New Log, Open Log, Delete Log**
- **Next Log, Previous Log – E**asily move between program logs.
- **Finalize Log and Charge to Invoices -** Logs can be individually charged via this menu item. (Once a log is finalized / charged, all items on the log are sent to pending invoices. The log can no longer be edited after it has been finalized /charged.
- **Export Log –** The log can be exported as .xls, .pdf, .csv, .txt or .xml

Edit Menu

In the Log Editor, the Edit menu can be displayed by **[Right-Clicking]** on any logged item. This menu has many useful commands such as:

Clipboard Commands	Cut, Copy, and Paste
Log Item Commands	Add, Edit, Swap, Delete, Insert Blank Line(s), Find
View Commands	OrderLine, History-PlayTimes, Listen
Item Activity Log	Shows user changes to this log item

Editor Settings Menu

In the Editor Setting commands include the following:

- **Page Setup / Fonts and Columns**
- **Color Code Items –** Allows you to change the colors displayed on the log for Hour Markers, Filled Breaks, Available Breaks, Error Breaks, etc. (These settings are different from those set on the Log Template.).
- **Hide Avails –** Click to choose to hide the avails on the log.
- **Restore Default Settings –** Give the option to restore default settings to the log.

Reports Menu

Reports menu allows you to create Log Reports, Bumped Items Reports and NonLog Charge Reports.

Tools Menu

Tools menu commands include the following:

- **Calendar, Calculator and Activity Log**
- **Avails Distribution Analysis –** Allows you to see details of how many avails were used and were available in each hour, as well as how many spots logged per customer.
- **Log Trouble Shooter -** Allows you to identify the reason an item bumped.
- **Verify Logged-vs-Ordered Items -** This allows the program to scan for differences between orders entered and items logged, then gives the user the option to add any missed items to the Bumped Items for the log. This is useful when orders are entered or edited after a log has already been generated.
- **Email Logged Times -** Allows you to email logged times customers. This option only applies to orders on which a Logged Time Email address is entered on the 'Approvals/Memos/Contact Manager' Tab of the order.

Rearranging Items on the Log

In the Log Editor, you may drag and drop items from one place on the Log to another by holding the left mouse button down until you have moved the item to where you'd like it to appear. When you release the mouse button, the item will drop into that slot. If you drop it onto an existing item, that item [and all following items up to the first blank line] will be pushed down a line to accommodate the moved item.

Swapping Items on Log

In the Log Editor, you can use the **[Ctrl]** key combined with **[Left-Click]** of the mouse to highlight 2 items to automatically swap log positions. Then click **[Edit][Swap Log Items]** to automatically swap the items' positions on the log. This only works when you have exactly 2 lines highlighted using the **[Ctrl][Left-Click]** method.

Inserting Bumped Items onto Log

In the Log Editor, the Bump Errors list includes all items NL was unable to log due to rule violations plus any items you delete from the log. You may drag-and-drop items from the "Bump Errors" window by **[Left-Clicking]** and holding the button down until you have moved the Item to where you'd like it to appear. When you release the mouse button, the item will drop into that slot. If you drop it onto an existing item, that item [and all following items up to the first blank line] will be pushed down a line to accommodate the moved item. You can also highlight an item in the Bump Errors window and click **[Place]** to put that item at the currently-highlighted position on the log.

Hiding [deleting or removing] Bumped Items

[Right-click] on the bumped item list to get a popup menu on which you can **[Hide Bumped Item]** to remove the highlighted bumped item from the list. This is useful if some bumped items don't need to be logged [such as promos, bonus spots, etc.] and you want to remove them from the bumped item list. This is equivalent to deleting the item from the bumped item list, however you can later select **[Show Hidden Bumped Items]** to view all items that were in the bump list but have been hidden. **Do NOT hide items unless you want to remove them from the bumped item list!** If you change your mind you can also **[UnHide]** the items to return them to the bumped item list.

ClipBoard - Cutting and Pasting Log

In the Log Editor, the ClipBoard is just a temporary container to allow you to hold items while cutting, copying, or pasting items on the Log. See ClipBoard

Inserting/Deleting Lines on Log

In the Log Editor, to add a blank line into the Log, highlight the spot where you'd like it to appear and click on the menu **[Edit][Insert Blank Line(s)]** or **[Edit][Delete Line(s)]**.

Add Log Item

In the Log Editor, right click anyplace on the log and then select **[Add Log Item].** NL will scan all active order lines and place these in a new tab at the bottom of the log. You can click and drag an item from the Add Log Items tab to the desired location on the log.

Undo Log Edit

In the Log Editor, you may click **[Edit][UnDo]** to reverse the most recent Log edit.

Search for Items on Log

In the Log Editor, click **[Find]** to search for any logged item.

Compute Length for a Segment of the Log

In the Log Editor, using your mouse, hold the **[Right Button]** and move the mouse over the area for which you need the total length. When you release the mouse button, the computed length will appear in the red text box on the toolbar.

Printing the Log

In the Log Editor, click **[Print] [Log]** in the Log Editor to print your Log. See Log Page Setup to design the printed Log Page. **[Print][Preview Log]** displays on-screen a preview of the way the printed log will look. You can also print the Log Diagnostics that includes the contents of the Time Errors, Copy Errors, and Break Errors tabs.

Convert Log to Automation Log

In the Log Editor, click **[Convert-Log][Automation Log]** in the Log Editor to create a Log in the appropriate format for the Automation system you selected in Natural Log **[Setup] [Station]**. See Automation Interfacing

Convert Log - Reading Actual Runtimes from Play Log

In the Log Editor, click **[Convert-Log][Reconcile Schedule-Log with Air-Log]** to read the automation play-log and reconcile it with the NL log as originally scheduled. This reads actual runtimes for invoicing and creates a discrepancy report showing items that did not run properly or were not scheduled to play but did play. See Reconciling Automation Logs

Charging [Finalizing] Logs

Charging the log is what causes the billable items on the log to be attached the customers' invoices. To create final invoices, logs must be charged through the last day of the month being billed. Logs can be charged individually in the Log Editor using the **[File] [Finalize Log & Charge to Invoices]** or multiple logs can be charged from the Billing section.

Note: After a log is charged, it is considered a "final" log and may no longer be edited. Items may still be edited from the invoice but not on a log after it is charged. For this reason, we highly recommend you not charge logs until after you have verified that the items on the log ran as scheduled. See Reconciling Automation Logs

Log Reports

In the Log Editor, click **[Reports]** to generate a Report for the log displayed in the Log Editor. These reports include summary totals by customer / order, log detail report, and log report by scheduled time for one log or multiple logs. See Log Reports. You can also view a grid-type report showing an "avails distribution analysis" for an individual log.

Log Editor Diagnostic tabs

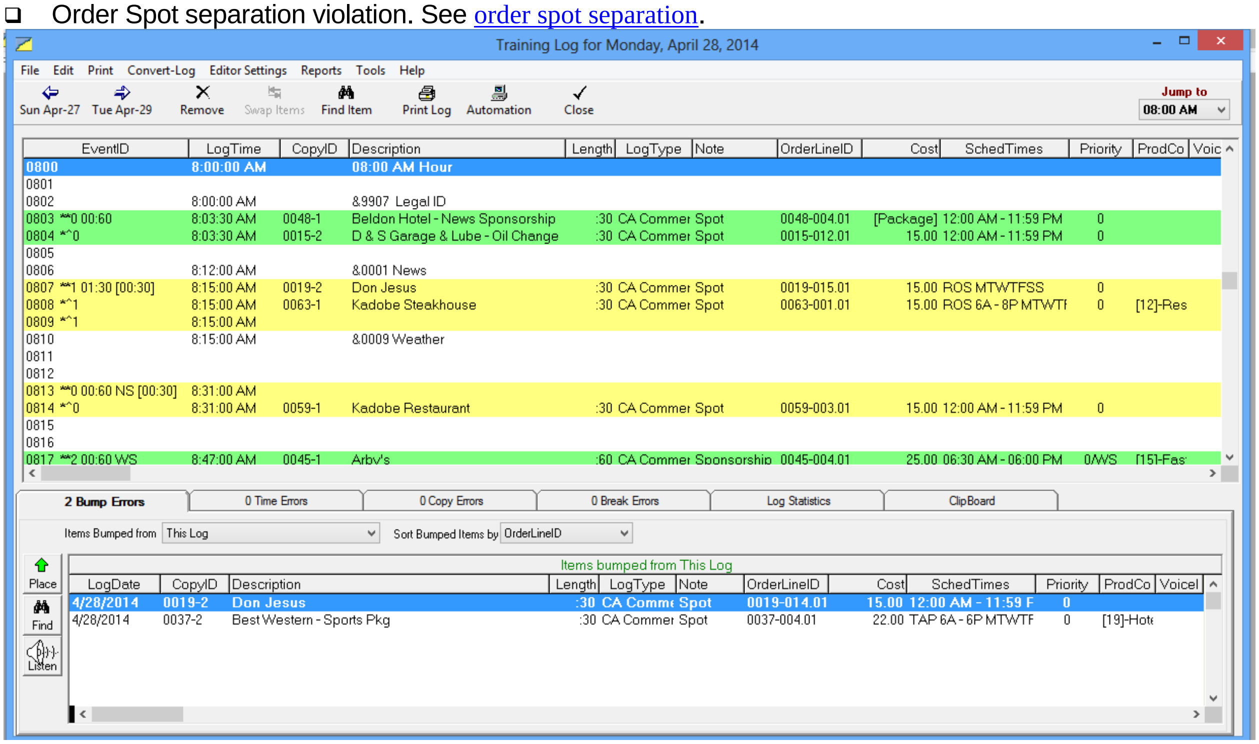
At the Natural Log main screen, select **[Logs]**. Select an existing Log and then click **[Open]**.

Log Editor -Bump Errors Tab

Lists items NL was unable to log due to rule violations plus any items you delete from the log. You may drag-and-drop items from the "Bump Errors" to where you'd like them to appear. If there is already an item at that location, it will be removed from the log and placed in the Bump Errors list. You can also highlight an item in the Bump Errors window and click **[Place]** to put that item at the currently-highlighted position on the log. See hiding bumped items to remove bumped items from the display without logging them.

Click **[Tools][Log Troubleshooter]** on the Log Editor screen to see the Log TroubleShooter to help explain why NL did not log an item. Bumped items can be caused by many problems such as:

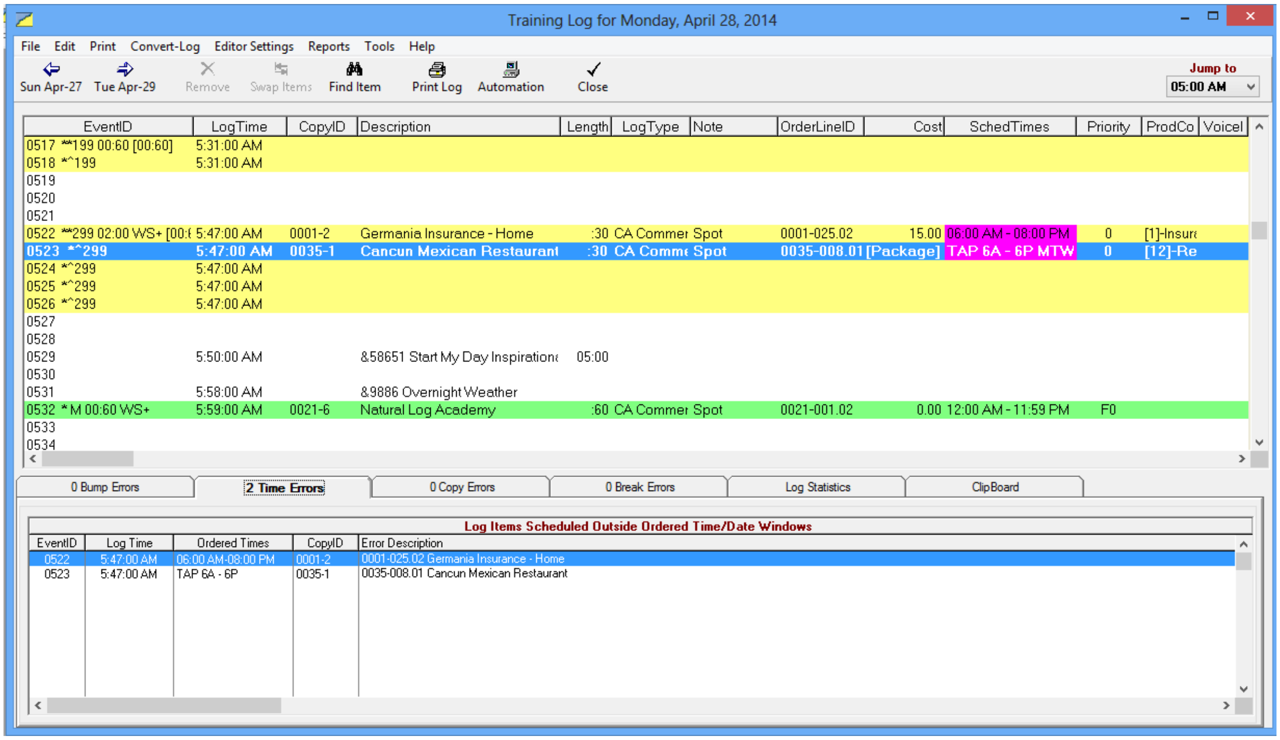
- Not enough avails on the log template [log is oversold]. See log templates.
- Product Code protection violation. See product codes and broadcast orders.
- Customer spot separation violation. See section customer spot separation.
- Order Spot separation violation. See order spot separation.



WARNING: If you do not place a "bumped item" on the log before you send the log to your automation system the item will not run. NL will assume it did not play and will not invoice for it! NL will not automatically schedule extra items on the next log to make up for the unlogged "bumped" items so the order's invoice will be short at end of the billing period!

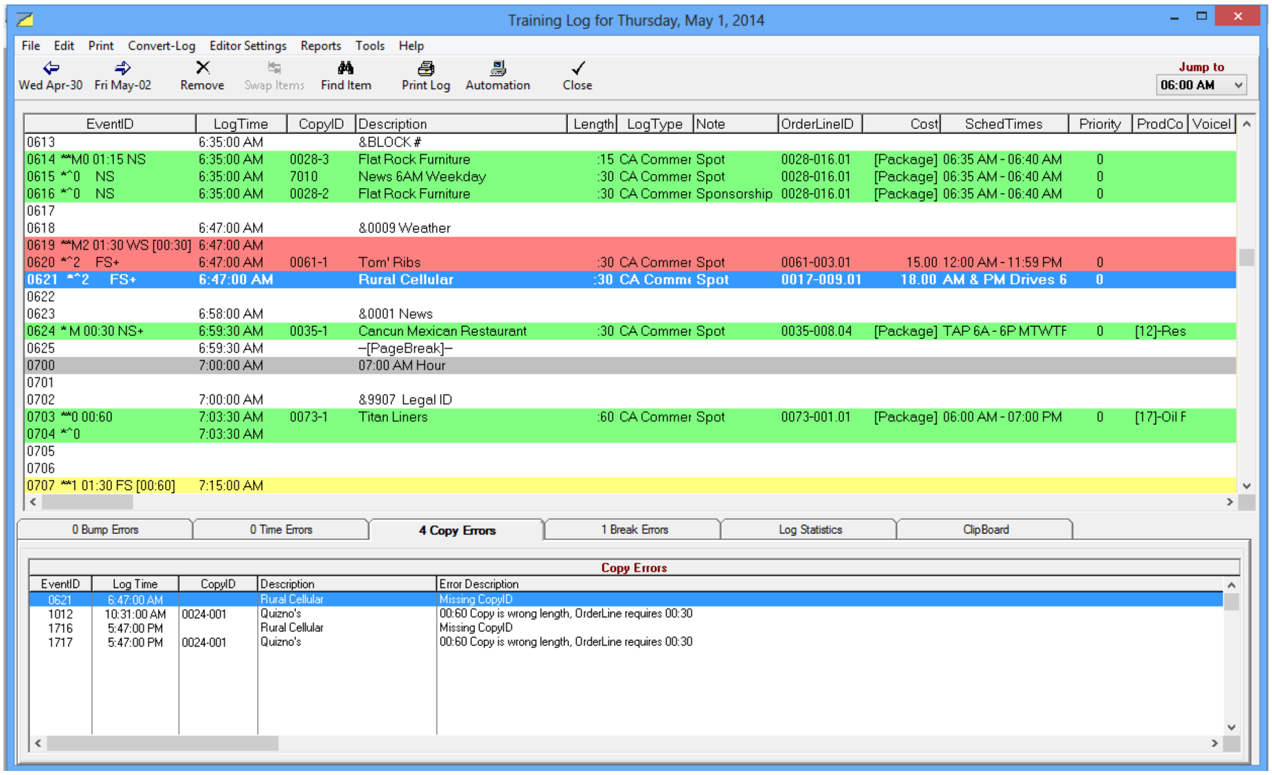
Log Editor - Time Errors Tab

In the Log Editor, click the **[Time Errors]** tab to see a list of any items logged outside of their time window. If you double-click on an item on this tab, the log position will move to the item causing the error.



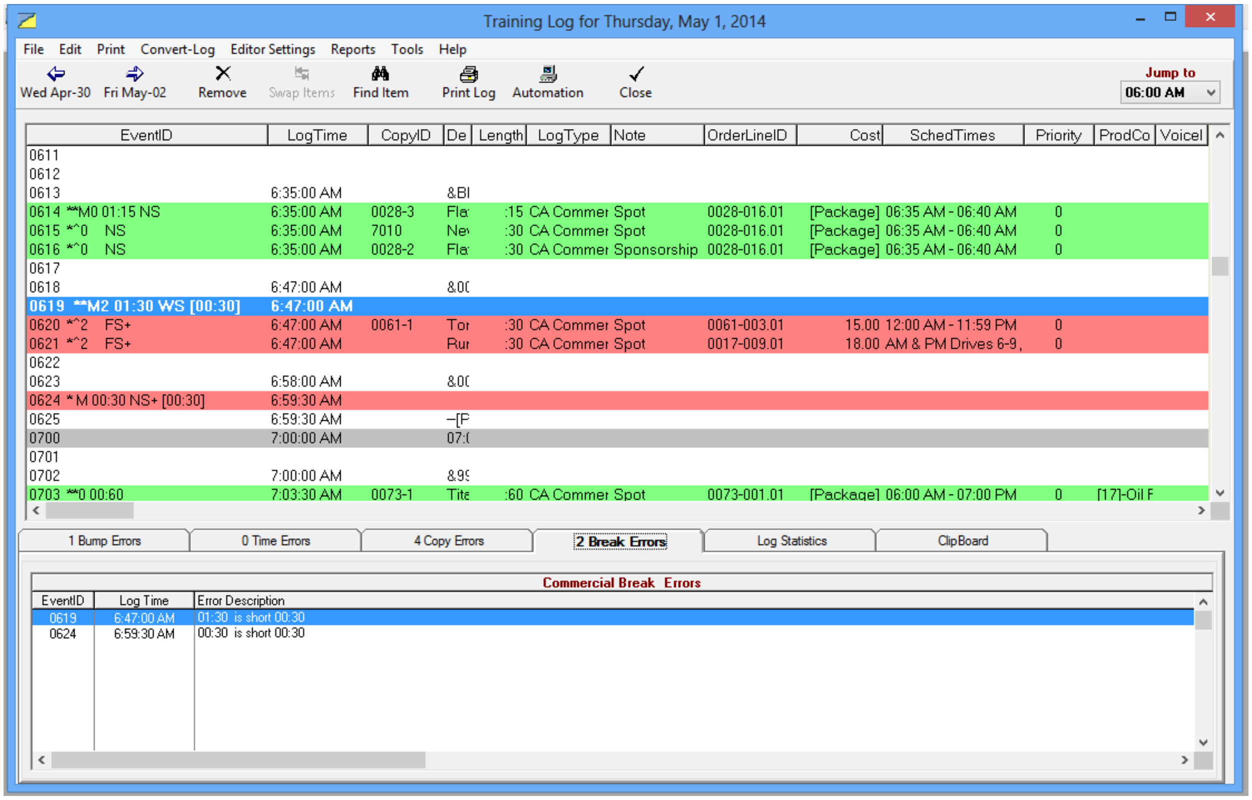
Log Editor - Copy Errors Tab

In the Log Editor, click the **[Copy Errors]** tab to see a list of any missing or outdated Copy. If you double-click on an item on this tab, the log position will move to the item causing the error. You can display the Copy Manager to correct any copy error. Copy errors will not prevent an item from being logged and invoiced, but they are an indication something is wrong with the CopyID being scheduled. For example it may be out-of-date copy, it may belong to another customer, or a packet or rotator may not be able to get a usable piece of Copy.



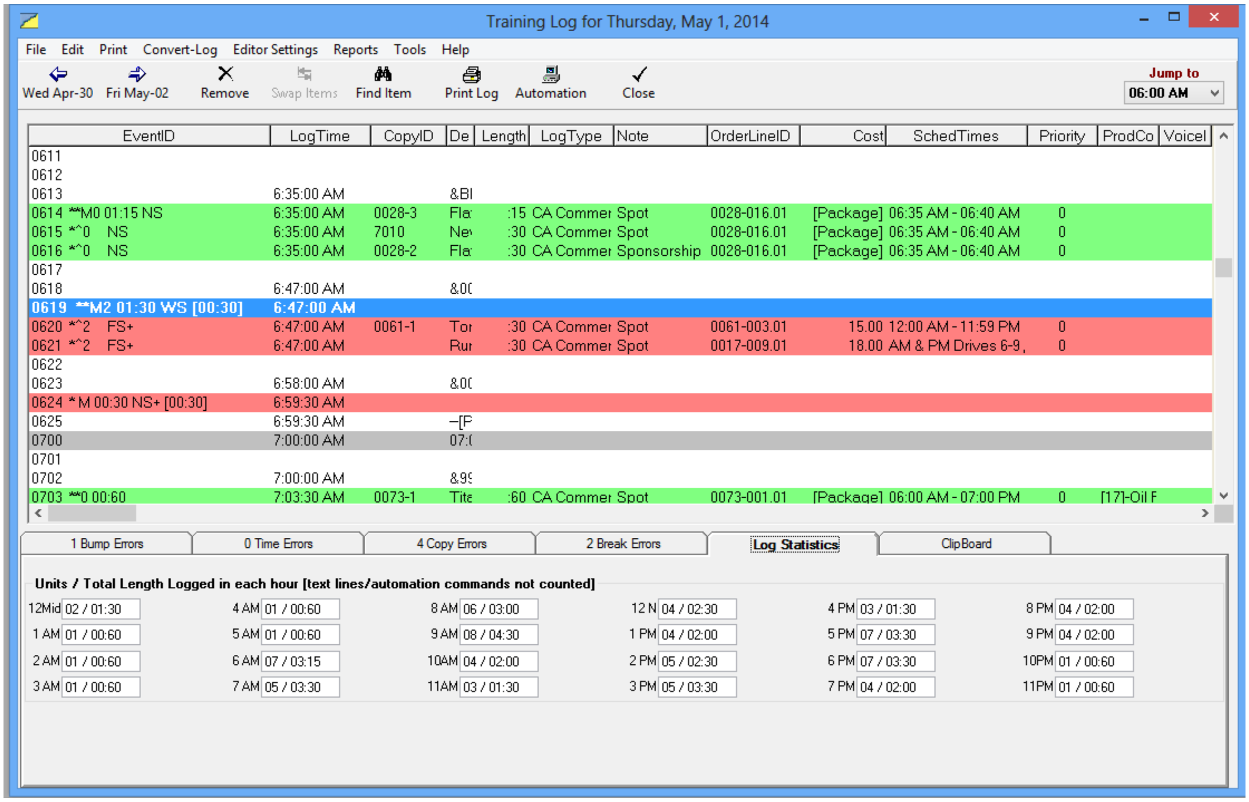
Log Editor - Break Errors Tab

In the Log Editor, click the **[Break Errors]** tab to see a list of any Mandatory or If-Used break that is long or short of the required length. If you double-click on an item on this tab, the log position will move to the item causing the error.



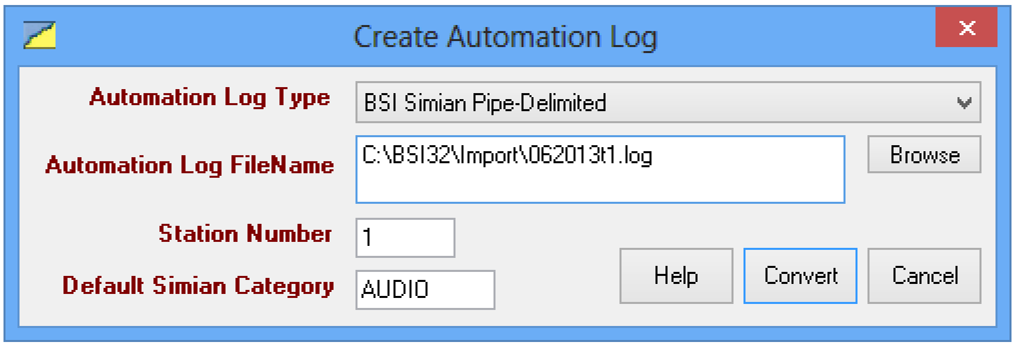
Log Editor - Log Statistics

In the Log Editor, click the **[Log Statistics]** tab to see how much commercial matter is in each hour. If you double-click on an hour this tab, the log position will move to the beginning of that hour.

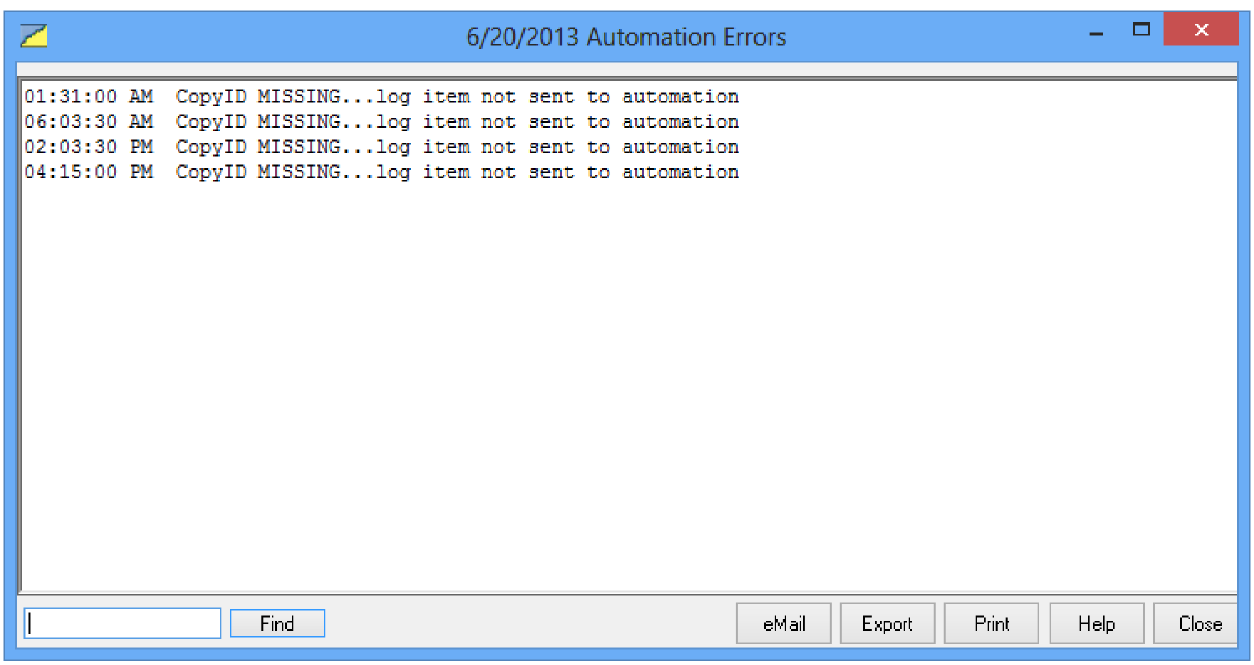


Creating Automation Logs

In the Log Editor, click **[Convert-Log][Automation Log]** in the Log Editor to create a Log in the appropriate format for the Automation system you selected in Natural Log **[Setup] [Station]**. See Automation Interfacing for detailed information on specific automation system logs.



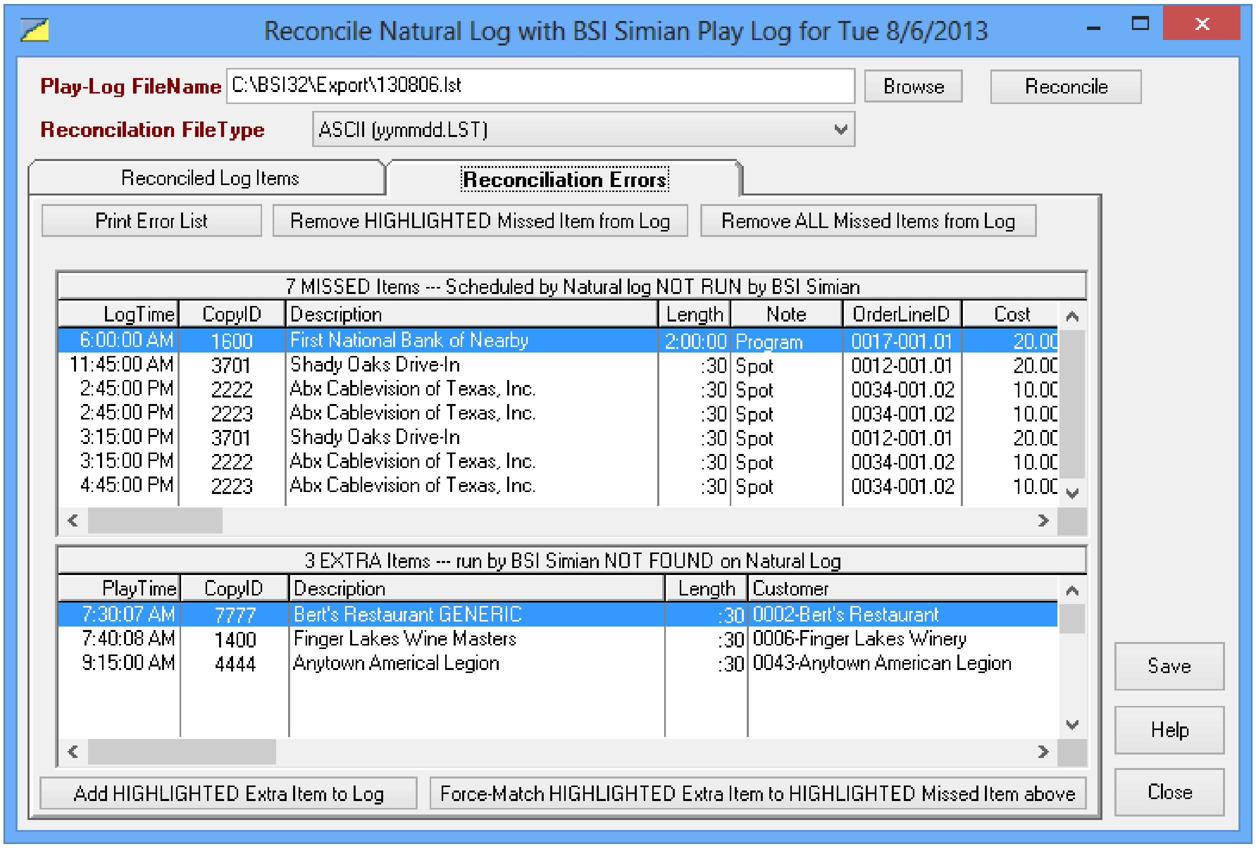
- Select the appropriate automation type.
- Click **[Browse]** to tell NL where to write the log. NL will remember the last path you entered.
- Certain automation systems need a station number. See Chapter 11 for your specific automation type to determine what [if anything] needs to go here.
- Click **[Convert]** when ready.
- If errors are encountered, NL will allow you to display the automation log errors.



Reconciling Scheduled Logs Against Actual 'Aired' Logs

Reconciliation is an optional process whereby the NL Log is compared with an actual aired "Play-Log". You may do this manually, by deleting any unplayed items from an NL log in the Log Editor. With some automation systems, NL can read the automation play-logs or air-logs as described below. This reconciliation process helps:

- Obtain actual playtimes of the items for Invoices/Affidavits
- Be sure missed items are not billed



Use the **[Browse]** button to locate the automation play-log to be read and click **[Reconcile]** when ready to start the process.

Reconciled Log Items tab

NL scans the Automation Play-Log and matches all items it can match [within the reconciliation time window as described on the next page] between the NL log and the automation log and lists them on the Reconciled Log Items tab. **Note:** The reconciled log item runtimes are not saved until the user clicks **[Save]**.

Reconciliation Errors tab

Any items NL cannot match are listed on the Reconciliation Errors tab. These errors include missed items NL finds on the NL log but cannot match in the Play-Log and extra items it finds on the Play-Log but cannot match in the NL log.

Reconciliation Errors - Missed Items

Any missed items can be deleted from the NL log using 1 of the 2 available buttons above the Missed Items display:

[Remove HIGHLIGHTED missed item from Log]

OR
[Remove ALL missed items from Log]

Reconciliation Errors - Extra Items
The user must manually add extra items to the NL log if they need to be billed using 1 of 2 buttons below the Extra Items display:

[Add HIGHLIGHTED extra item to log]
OR
[Force-Match HIGHLIGHTED extra item to HIGHLIGHTED missed item above]

Note: Only items that exactly match active CopyID's in your NL Copy Manager are included in the extra-items list! This prevents non-commercial items such as music, jingles, liners, etc. from showing up as extra items in the log reconciliation.

Reconciliation Window

The NL administrator can set the allowed time difference allowed during reconciliation [see Station Settings]. If the time difference between the logged time and the played time is outside this window, NL does not "match" those items. Default value is +/- 60 minutes.

Special Considerations when Reading a Simian or WaveStation Event List The BSI Simian and WaveStation automation can save its event list in one of 2 formats:

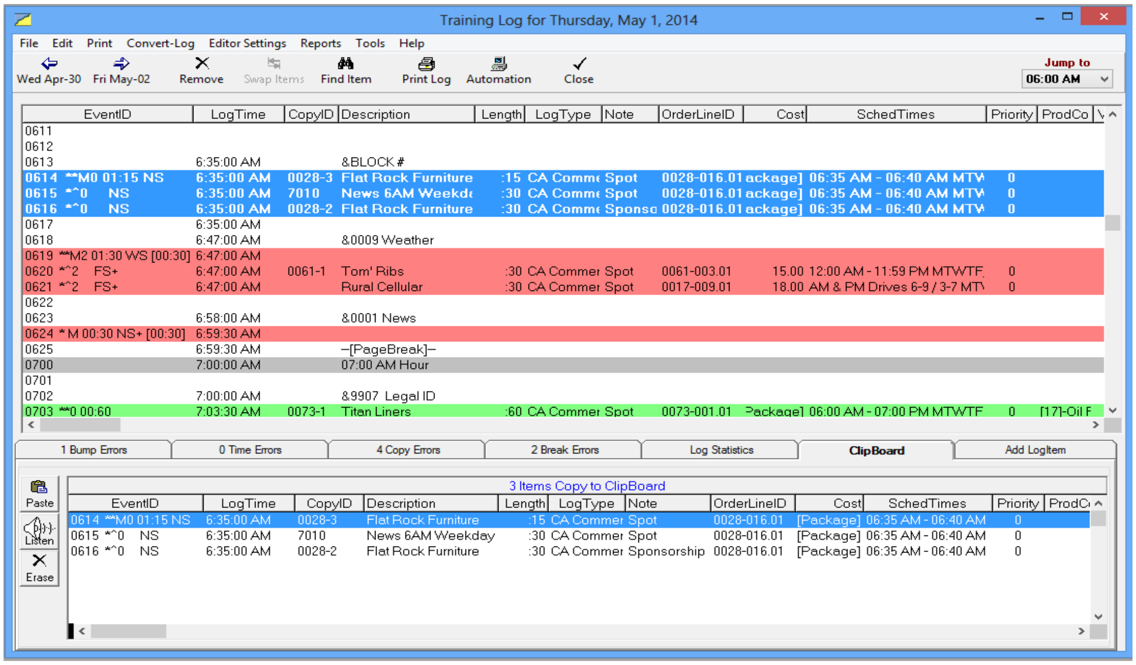
- MS Access named as yymmdd.MDB
- ASCII named as yymmdd.LST

The format of the event-list file is user-selected in the **[Tools][Program Options][General]** tab of the Simian. Natural Log can read either file. Just be sure to use the **[Browse]** button on the NL Log reconciliation screen to locate the correct file.

Special Considerations when Reading a MusicReady [Windows version] PlayLog The MusicReady Windows version creates a separate log for each deck. Be sure to read the log for the deck number from which you play your commercials.

Log ClipBoard

The ClipBoard is a temporary container to hold items while cutting, copying, and pasting on the Log.



You can select multiple contiguous lines in the log by slowly dragging your mouse over the item(s) while holding the **[Right]** mouse button.

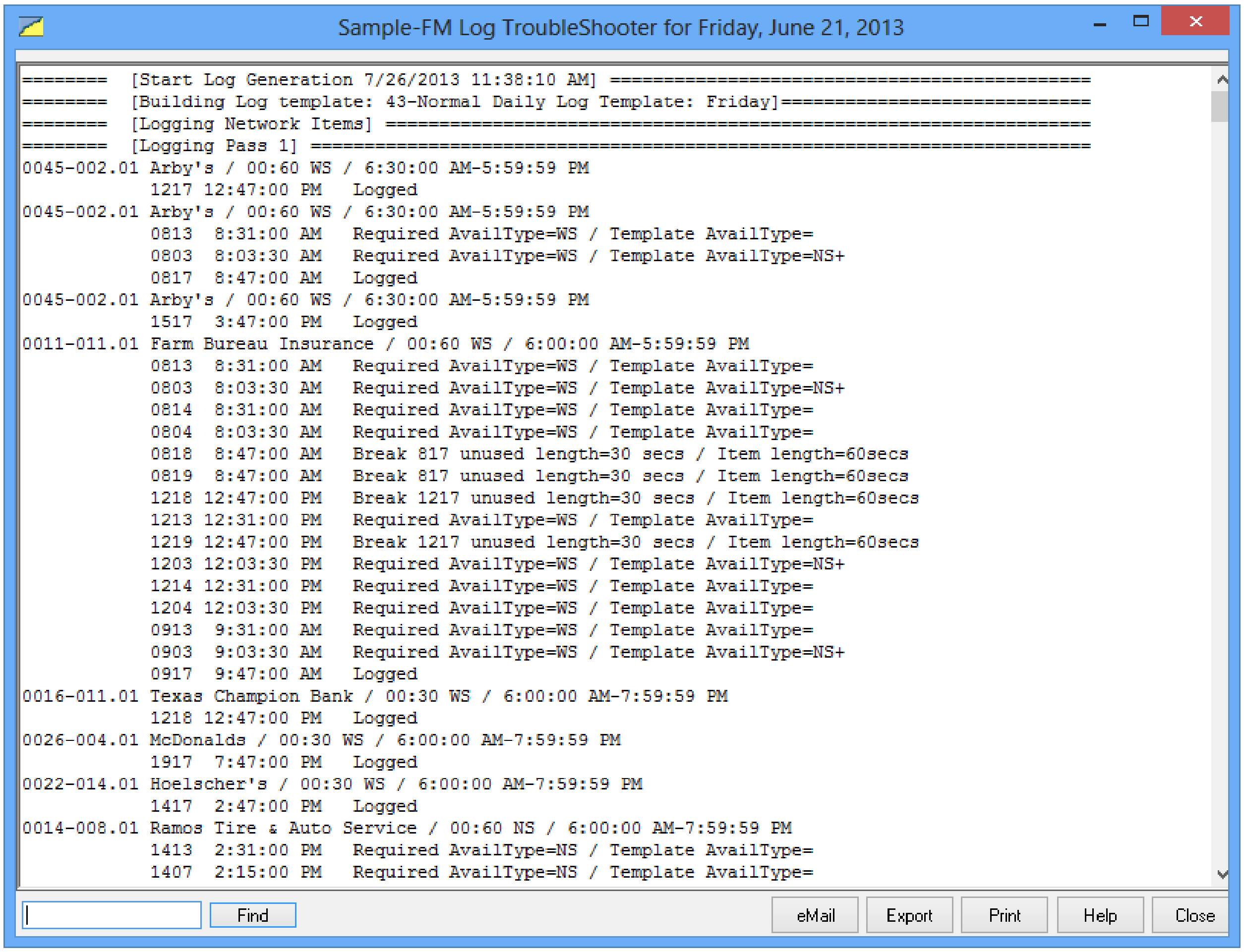
You may select multiple non-contiguous lines on the log by using the **[Ctrl][Left-Click]** mouse buttons simultaneously to toggle between highlight and non-highlight of a log line. The selected items will be highlighted.

- You may then click **[Edit][Cut to ClipBoard]** to move the selected items to the Clip Board.
- Click **[Edit][Copy to ClipBoard]** to copy the selected items to the Clip Board.
- If you have items on the Clip Board, you may click **[Edit][Paste from ClipBoard]** to insert all items currently on the ClipBoard onto the Log at the current Log position.
- Any **Cuts** or **Copies** from the Log will clear any existing items from the ClipBoard before the cut or copied items are placed on the ClipBoard. These deleted clipboard items [if **cut** from the log] will be added to the Bump Error list so they are not lost.
- You may Drag-and-Drop individual items from the Clip Board onto the Log or you may **Paste** the entire contents of the Clip Board into current selected Log position.

Warning: Pasting the clipboard contents into the log does not push existing items down the log to accommodate the pasted items. Instead, the pasted items replace any preexisting items on the log in the area pasted into. Any overwritten billable items are moved to the bumped item list, any text lines are deleted.

Log Tools – Log TroubleShooter

When generating a new Log, NL keeps a record of its log actions for troubleshooting. This Activity Log is a plain text list of every item it tried to log and [if not logged] why it could not log the item in each avail slot it tried to use. You can view this only on the Log Editor screen using the **[Tools][Log TroubleShooter]** Log Editor menu choice.



The troubleshooter is read as follows:

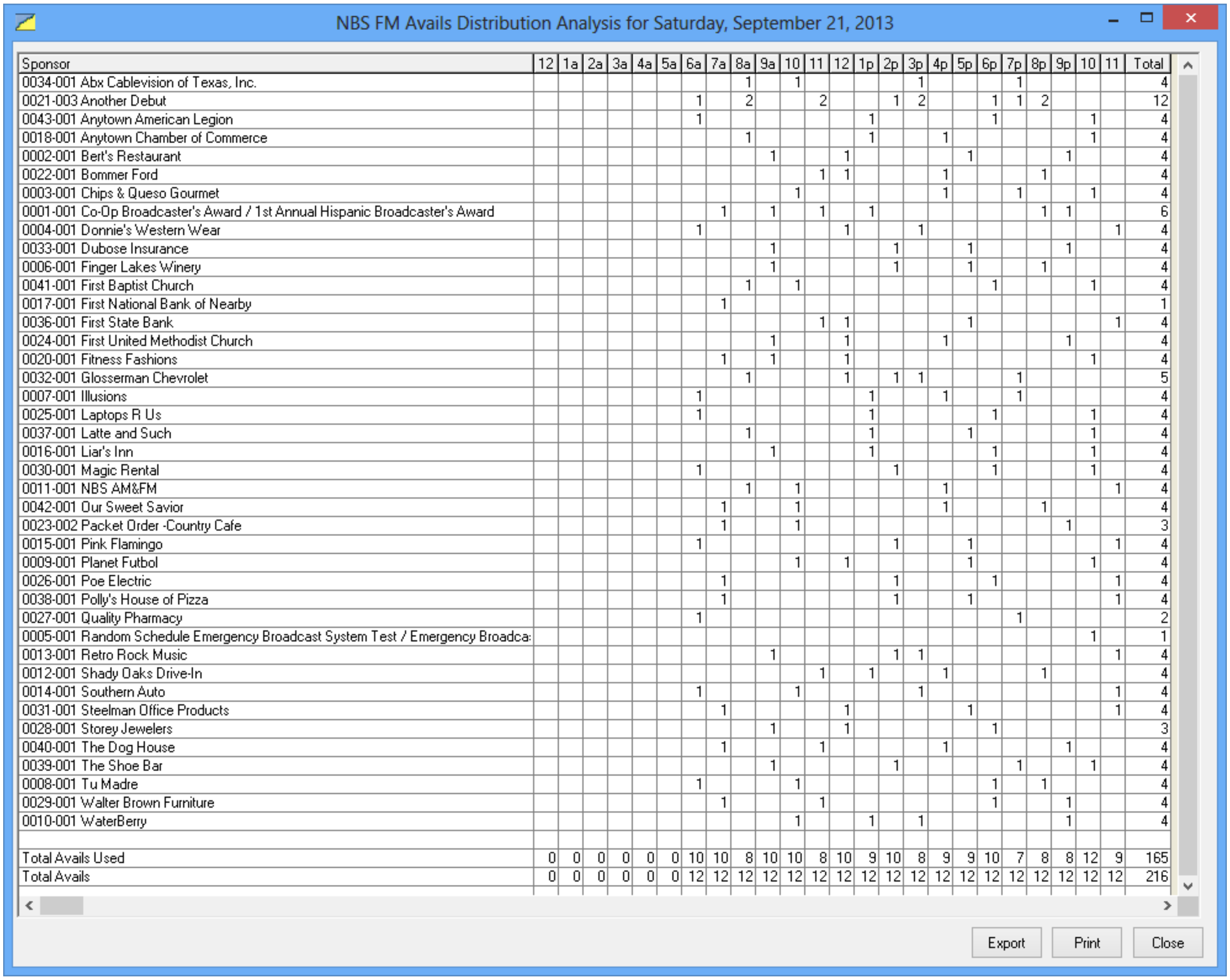
0045-002.01 Arby's / 00:60 WS / 6:30:00 Am-5:59:59 PM
1217 12:47:00 PM Logged

The first line tells what order line NL is testing to log, and details of the order line.
This indicates it is testing Order Line ID 0045-002.01 for Arby's. It is a :60 spot, with a WS avail type restriction, and is allowed to run from 6:30 AM to 5:59:59 PM.

The second and subsequent lines indicate the Event ID and time that is tested. If the item logs, it will indicate 'Logged'. If it can not log, it will indicate the reason, such as Avail Type Restriction, Order Separation, Customer Separation, etc. Once you have determined why items are Bumping, you can edit either your log templates or your orders so that the spots will log properly.

Log Tools – Avails Distribution Analysis

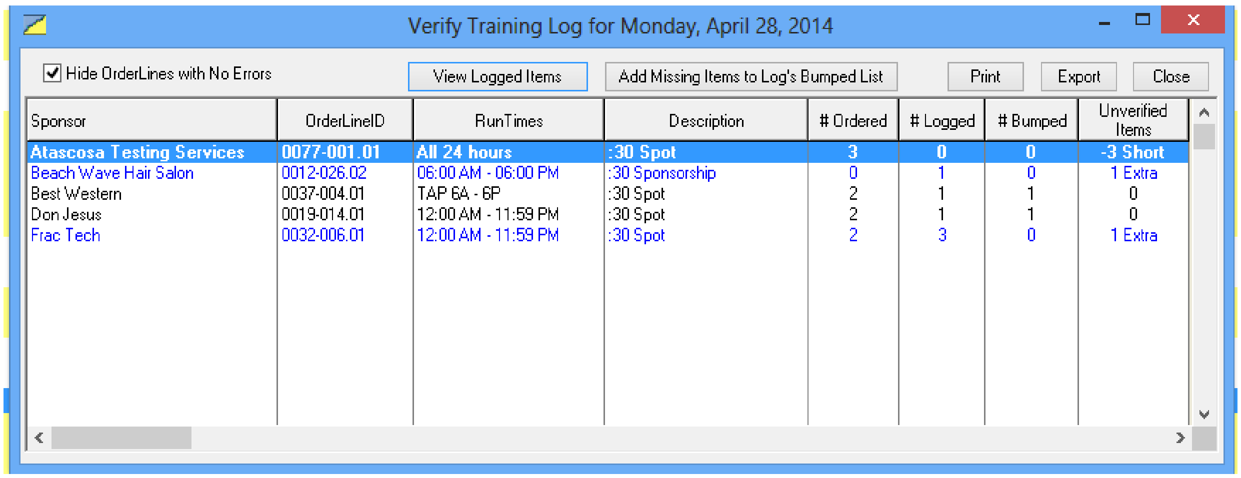
On any log, you can see details of how many avails were used and were available in each hour, as well as how many spots logged per customer. You can access this by clicking on **[Tools] [Avails Distribution Analysis]** from within any log.



Sponsor	12	1a	2a	3a	4a	5a	6a	7a	8a	9a	10	11	12	1p	2p	3p	4p	5p	6p	7p	8p	9p	10	11	Total
0034-001 Abx Cablevision of Texas, Inc.									1		1					1				1					4
0021-003 Another Debut							1		2			2			1	2			1	1	2				12
0043-001 Anytown American Legion							1							1					1				1		4
0018-001 Anytown Chamber of Commerce									1					1			1						1		4
0002-001 Bert's Restaurant										1			1					1				1			4
0022-001 Bommer Ford												1	1				1				1				4
0003-001 Chips & Queso Gourmet											1						1			1			1		4
0001-001 Co-Op Broadcaster's Award / 1st Annual Hispanic Broadcaster's Award								1		1		1		1							1	1			6
0004-001 Donnie's Western Wear							1						1			1								1	4
0033-001 Dubose Insurance										1					1			1				1			4
0006-001 Finger Lakes Winery										1					1			1			1				4
0041-001 First Baptist Church									1		1								1				1		4
0017-001 First National Bank of Nearby								1																	1
0036-001 First State Bank												1	1					1						1	4
0024-001 First United Methodist Church										1			1				1					1			4
0020-001 Fitness Fashions								1		1			1										1		4
0032-001 Glosserman Chevrolet									1				1		1	1				1					5
0007-001 Illusions							1							1			1			1					4
0025-001 Laptops R Us							1							1					1				1		4
0037-001 Latte and Such									1					1				1					1		4
0016-001 Liar's Inn										1				1					1				1		4
0030-001 Magic Rental							1								1				1				1		4
0011-001 NBS AM&FM									1		1						1							1	4
0042-001 Our Sweet Savior								1			1						1				1				4
0023-002 Packet Order -Country Cafe								1			1											1			3
0015-001 Pink Flamingo							1								1			1						1	4
0009-001 Planet Futbol											1		1					1					1		4
0026-001 Poe Electric								1							1				1					1	4
0038-001 Polly's House of Pizza								1							1			1						1	4
0027-001 Quality Pharmacy							1													1					2
0005-001 Random Schedule Emergency Broadcast System Test / Emergency Broadca:																							1		1
0013-001 Retro Rock Music										1					1	1								1	4
0012-001 Shady Oaks Drive-In												1		1			1				1				4
0014-001 Southern Auto							1				1					1								1	4
0031-001 Steelman Office Products								1					1					1						1	4
0028-001 Storey Jewelers										1			1						1						3
0040-001 The Dog House								1				1					1					1			4
0039-001 The Shoe Bar										1					1					1			1		4
0008-001 Tu Madre							1				1								1		1				4
0029-001 Walter Brown Furniture								1				1							1			1			4
0010-001 WaterBerry											1			1		1						1			4
Total Avails Used	0	0	0	0	0	0	10	10	8	10	10	8	10	9	10	8	9	9	10	7	8	8	12	9	165
Total Avails	0	0	0	0	0	0	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	216

Log Tools – Verify Logged vs Ordered Items

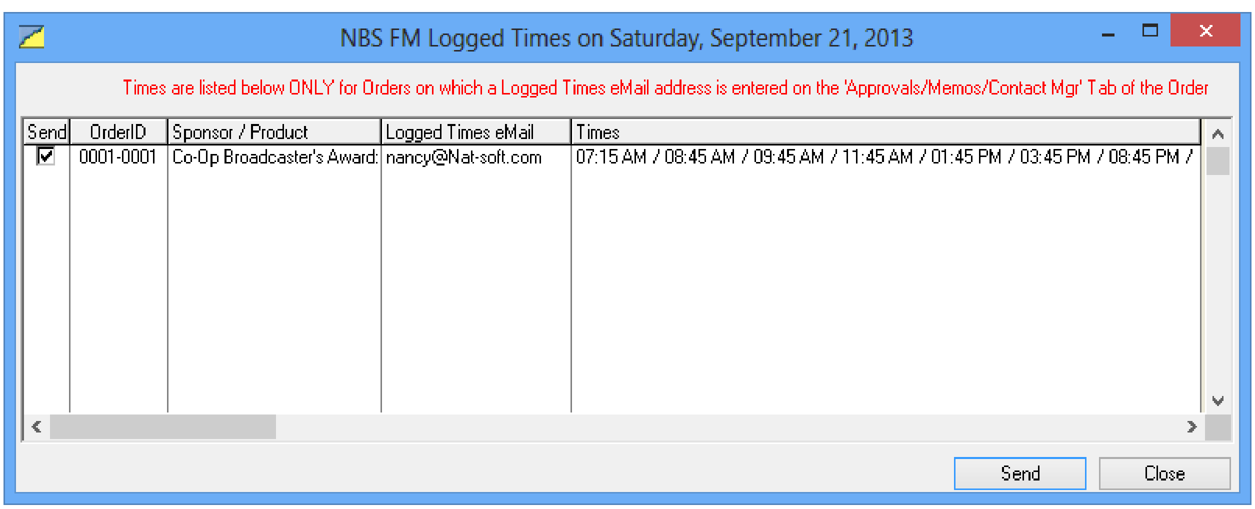
Natural Log can generate an onscreen view of ordered items that were entered after the log was created so that these items can be added to the log. You access this by clicking on **[Tools] [Verify Logged vs Ordered Items]** from within any log. This screen also shows items still in the bump file as well as spots that were added extra as shown in the example below in the Unverified Items column.



Log Tools – Email Logged Times

Natural Log can generate an email with logged times directly from any open log. You can access this by clicking on **[Tools] [Email Logged Times]** from within any log.

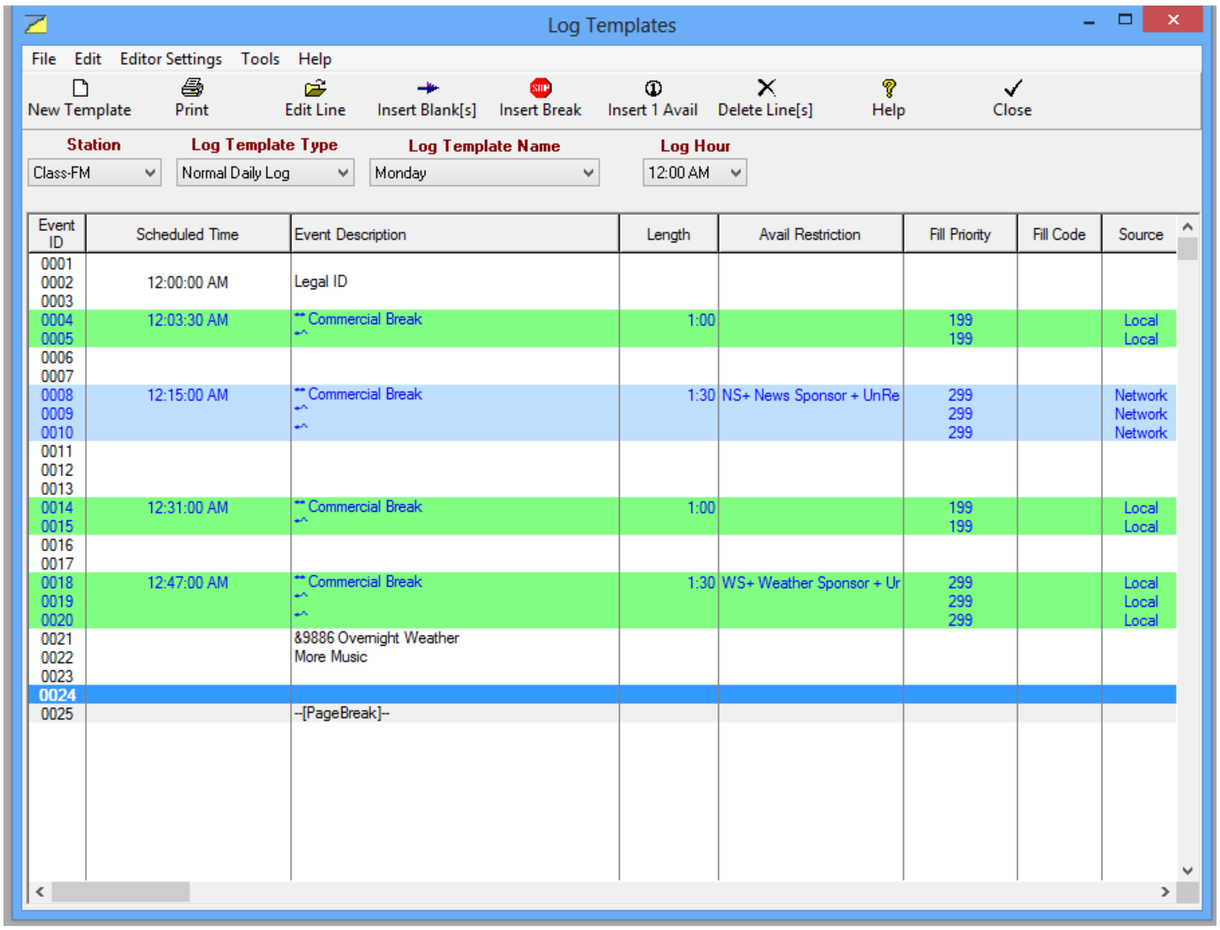
Note: This only works on orders on which an email address has been entered in the "Send Daily Logged Times to Email" on the Approvals/Memos/Contact Manager tab of the order.



Printing Special Items on Log

Log PageBreaks

By default, Natural Log 9 does not send a PageBreak to the printer at the end of each hour so the Log hours are printed one after the other on each page. If you prefer to print one hour per page on the Log, just insert the following item in the **Event** column for each hour in your Log Template wherever you want to force a log page to end. On the line after the [PageBreak] is encountered NL starts a new page. See editing Log Templates.



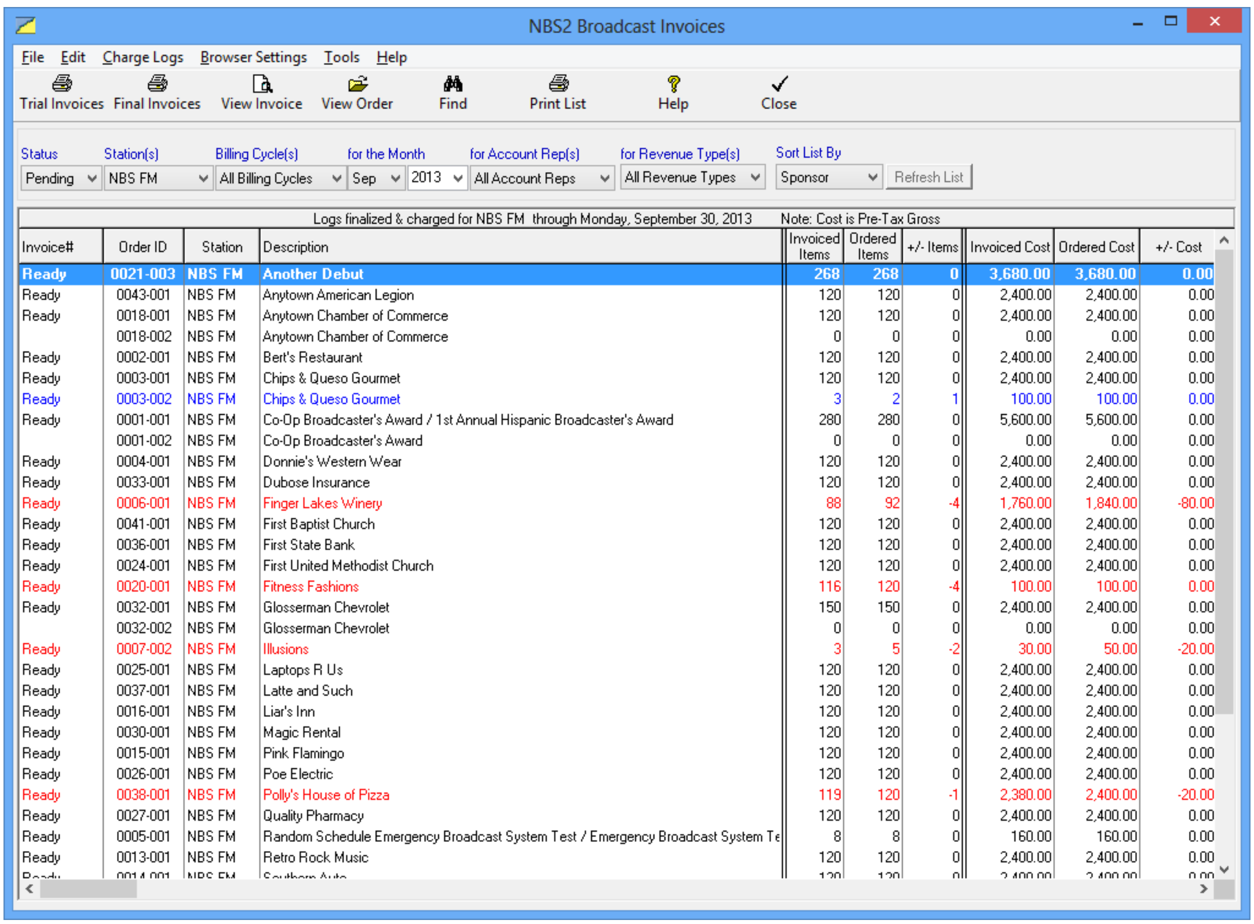
Note: the brackets [] MUST be included in the **Event** entry described below. Also, this entry may not be combined with any other item on the Log Template.

[PageBreak]

Billing Generator

It is highly recommended you do a [Data][Backup] prior to generating final invoices. **Until Final Invoices are processed, they do <u>not</u> show up in Accounts receivable or on Statements.**

To enter the NL billing section, from the main NL screen, click **[Billing]**.



Invoice#	Order ID	Station	Description	Invoiced Items	Ordered Items	+/- Items	Invoiced Cost	Ordered Cost	+/- Cost
Ready	0021-003	NBS FM	Another Debut	268	268	0	3,680.00	3,680.00	0.00
Ready	0043-001	NBS FM	Anytown American Legion	120	120	0	2,400.00	2,400.00	0.00
Ready	0018-001	NBS FM	Anytown Chamber of Commerce	120	120	0	2,400.00	2,400.00	0.00
	0018-002	NBS FM	Anytown Chamber of Commerce	0	0	0	0.00	0.00	0.00
Ready	0002-001	NBS FM	Bert's Restaurant	120	120	0	2,400.00	2,400.00	0.00
Ready	0003-001	NBS FM	Chips & Queso Gourmet	120	120	0	2,400.00	2,400.00	0.00
Ready	0003-002	NBS FM	Chips & Queso Gourmet	3	2	1	100.00	100.00	0.00
Ready	0001-001	NBS FM	Co-Op Broadcaster's Award / 1st Annual Hispanic Broadcaster's Award	280	280	0	5,600.00	5,600.00	0.00
	0001-002	NBS FM	Co-Op Broadcaster's Award	0	0	0	0.00	0.00	0.00
Ready	0004-001	NBS FM	Donnie's Western Wear	120	120	0	2,400.00	2,400.00	0.00
Ready	0033-001	NBS FM	Dubose Insurance	120	120	0	2,400.00	2,400.00	0.00
Ready	0006-001	NBS FM	Finger Lakes Winery	88	92	-4	1,760.00	1,840.00	-80.00
Ready	0041-001	NBS FM	First Baptist Church	120	120	0	2,400.00	2,400.00	0.00
Ready	0036-001	NBS FM	First State Bank	120	120	0	2,400.00	2,400.00	0.00
Ready	0024-001	NBS FM	First United Methodist Church	120	120	0	2,400.00	2,400.00	0.00
Ready	0020-001	NBS FM	Fitness Fashions	116	120	-4	100.00	100.00	0.00
Ready	0032-001	NBS FM	Glosserman Chevrolet	150	150	0	2,400.00	2,400.00	0.00
	0032-002	NBS FM	Glosserman Chevrolet	0	0	0	0.00	0.00	0.00
Ready	0007-002	NBS FM	Illusions	3	5	-2	30.00	50.00	-20.00
Ready	0025-001	NBS FM	Laptops R Us	120	120	0	2,400.00	2,400.00	0.00
Ready	0037-001	NBS FM	Latte and Such	120	120	0	2,400.00	2,400.00	0.00
Ready	0016-001	NBS FM	Liar's Inn	120	120	0	2,400.00	2,400.00	0.00
Ready	0030-001	NBS FM	Magic Rental	120	120	0	2,400.00	2,400.00	0.00
Ready	0015-001	NBS FM	Pink Flamingo	120	120	0	2,400.00	2,400.00	0.00
Ready	0026-001	NBS FM	Poe Electric	120	120	0	2,400.00	2,400.00	0.00
Ready	0038-001	NBS FM	Polly's House of Pizza	119	120	-1	2,380.00	2,400.00	-20.00
Ready	0027-001	NBS FM	Quality Pharmacy	120	120	0	2,400.00	2,400.00	0.00
Ready	0005-001	NBS FM	Random Schedule Emergency Broadcast System Test / Emergency Broadcast System Te	8	8	0	160.00	160.00	0.00
Ready	0013-001	NBS FM	Retro Rock Music	120	120	0	2,400.00	2,400.00	0.00

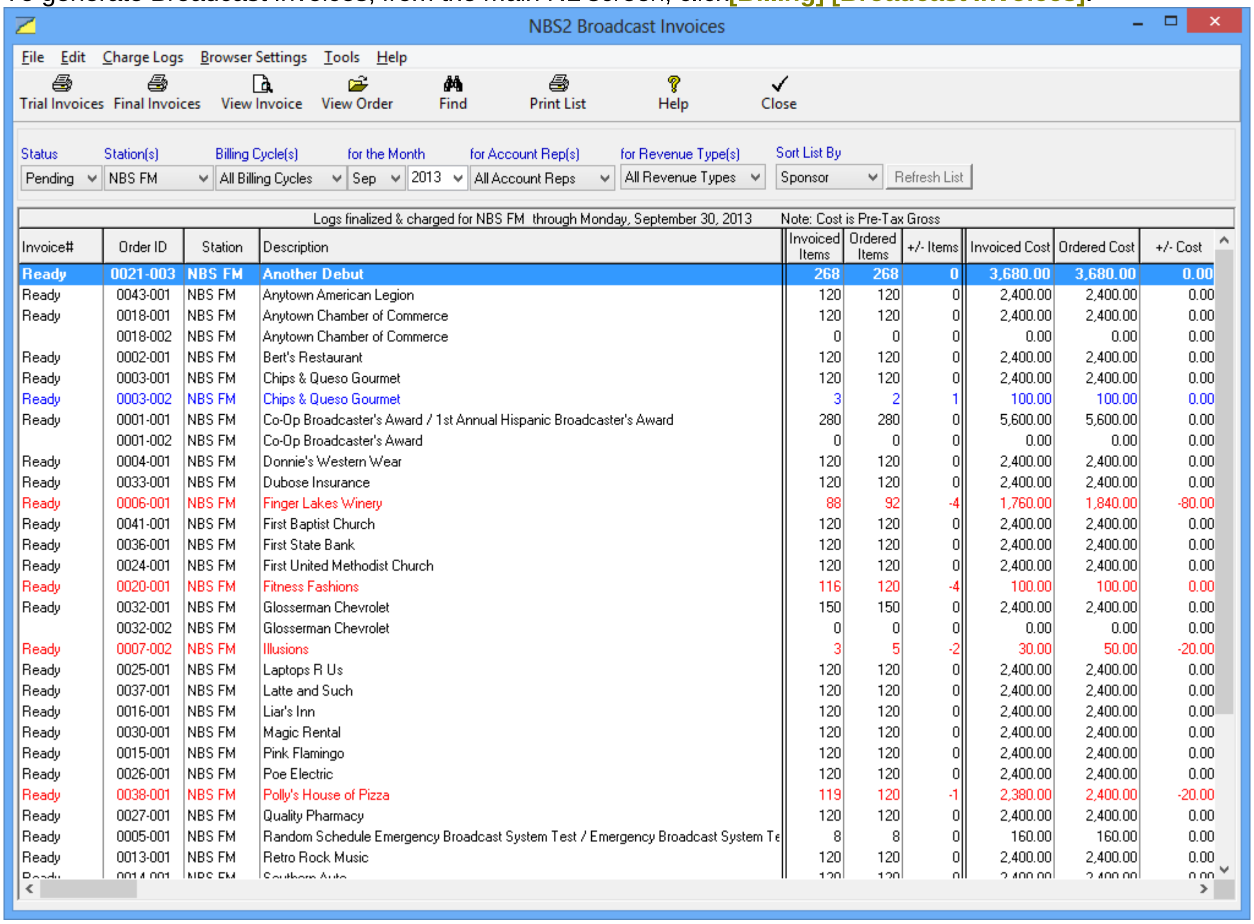
In the NL Billing section you can generate:

Broadcast Invoices
PreBilling Invoices
Non-Broadcast InvoicesElectronic Invoices

Export to Quickbooks

Process and Print Broadcast Invoices

To generate Broadcast Invoices, from the main NL screen, click**[Billing] [Broadcast Invoices]**.



Invoice#	Order ID	Station	Description	Invoiced Items	Ordered Items	+/- Items	Invoiced Cost	Ordered Cost	+/- Cost
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Ready	0018-001	NBS FM	Anytown Chamber of Commerce	120	120	0	2,400.00	2,400.00	0.00
	0018-002	NBS FM	Anytown Chamber of Commerce	0	0	0	0.00	0.00	0.00
Ready	0002-001	NBS FM	Bert's Restaurant	120	120	0	2,400.00	2,400.00	0.00
Ready	0003-001	NBS FM	Chips & Queso Gourmet	120	120	0	2,400.00	2,400.00	0.00
Ready	0003-002	NBS FM	Chips & Queso Gourmet	3	2	1	100.00	100.00	0.00
Ready	0001-001	NBS FM	Co-Op Broadcaster's Award / 1st Annual Hispanic Broadcaster's Award	280	280	0	5,600.00	5,600.00	0.00
	0001-002	NBS FM	Co-Op Broadcaster's Award	0	0	0	0.00	0.00	0.00
Ready	0004-001	NBS FM	Donnie's Western Wear	120	120	0	2,400.00	2,400.00	0.00
Ready	0033-001	NBS FM	Dubose Insurance	120	120	0	2,400.00	2,400.00	0.00
Ready	0006-001	NBS FM	Finger Lakes Winery	88	92	-4	1,760.00	1,840.00	-80.00
Ready	0041-001	NBS FM	First Baptist Church	120	120	0	2,400.00	2,400.00	0.00
Ready	0036-001	NBS FM	First State Bank	120	120	0	2,400.00	2,400.00	0.00
Ready	0024-001	NBS FM	First United Methodist Church	120	120	0	2,400.00	2,400.00	0.00
Ready	0020-001	NBS FM	Fitness Fashions	116	120	-4	100.00	100.00	0.00
Ready	0032-001	NBS FM	Glosserman Chevrolet	150	150	0	2,400.00	2,400.00	0.00
	0032-002	NBS FM	Glosserman Chevrolet	0	0	0	0.00	0.00	0.00
Ready	0007-002	NBS FM	Illusions	3	5	-2	30.00	50.00	-20.00
Ready	0025-001	NBS FM	Laptops R Us	120	120	0	2,400.00	2,400.00	0.00
Ready	0037-001	NBS FM	Latte and Such	120	120	0	2,400.00	2,400.00	0.00
Ready	0016-001	NBS FM	Liar's Inn	120	120	0	2,400.00	2,400.00	0.00
Ready	0030-001	NBS FM	Magic Rental	120	120	0	2,400.00	2,400.00	0.00
Ready	0015-001	NBS FM	Pink Flamingo	120	120	0	2,400.00	2,400.00	0.00
Ready	0026-001	NBS FM	Poe Electric	120	120	0	2,400.00	2,400.00	0.00
Ready	0038-001	NBS FM	Polly's House of Pizza	119	120	-1	2,380.00	2,400.00	-20.00
Ready	0027-001	NBS FM	Quality Pharmacy	120	120	0	2,400.00	2,400.00	0.00
Ready	0005-001	NBS FM	Random Schedule Emergency Broadcast System Test / Emergency Broadcast System Te	8	8	0	160.00	160.00	0.00
Ready	0013-001	NBS FM	Retro Rock Music	120	120	0	2,400.00	2,400.00	0.00

1. Select the Invoices to be Listed

Select the invoice list settings at the top of the screen to obtain an invoice list. You can select the Status, Station(s), Billing Cycle, and billing period. **Status** selects the invoices that are displayed in the list:

- **Ready** Invoices not yet issued and are ready to be issued. That means the logs have been charged through the end of the Billing Cycle or at least through the Order EndDate.
- **Pending** Invoices that have not yet been issued but may be ready or not ready.
- **Final** Invoices that have been already issued for the selected billing period.

Note: Demand Invoices can be printed only individually on demand, not as a batch unless you specifically select **Demand** as the Billing Cycle.

2. Logs must be Charged [Finalized] before Invoices can be processed & printed

In the **[Billing][Broadcast Invoices]** section, at the top of the invoice list, NL will show you the last **Charged Log** date for the selected station(s). Charging the log is what causes the billable items on the log to be attached the customers' invoices. To create final invoices, logs must be charged through the last day of the month being billed.

Logs can be charged individually in the Log Editor or multiple logs can be charged from the Billing screen under the **[Charge Logs]** menu.

Note: After a log is charged, it is considered a "final" log and may no longer be edited. Items may still be edited from the invoice but not on a log after it is charged. For this reason, we highly recommend you not charge logs until after you have verified that the items on the log ran as scheduled (See Reconciling Automation Play Log in section 6.06 of this manual].

3. Verify and Correct Invoices Before Finalizing & Printing

In the **[Billing][Broadcast Invoices]** section you can correct invoice errors [even on finalized invoices] as long as the month in which the invoice is issued is not closed. If the month has not closed, see editing an invoice. If the month has closed and you need to reissue a corrected invoice, see reissuing a broadcast invoice. The invoice list displays the invoice information in **red if the invoice is short** from what should have been billed, **black if the invoice is OK**, and **blue if the invoice is over** what should have been billed. The columns of interest when fixing errors are:

- How many items were ordered versus how many are invoiced
- How much cost was ordered versus how much is invoiced

See verifying and correcting invoices before finalizing them.

4. Do a Data Backup

It is highly recommended you do a **[Data][Backup]** prior to generating final invoices. This is the process to follow to process and print final invoices for a period.

5. Issue Final Invoices

In **[Billing][Broadcast Invoices]**, after you have verified invoices are correct, you can click **[Final Invoices]** to print and post all **[Ready]** invoices to Accounts Receivable. Alternatively you can manually finalize and print individual invoices by double-clicking on an invoice from the invoice list and using the **[Finalize]** button and then **[Print]** on the invoice display screen.

Note: invoices with delivery method set to electronic invoicing or email do not print and must be sent from **[Billing Electronic Invoices]** after they are finalized here.

6. OPTIONAL: Print 'File Copy' of Final Invoices.

You can click **[Print][File Copy of Final]** to reprint copies of the listed final invoices. This will print ALL invoices, even those with a delivery method set to electronic invoicing or email.

*OPTIONAL: Create Trial Invoices.

To get a paper copy of an invoice prior to finalizing it, in the **[Billing][Broadcast Invoices]** section, optionally, you can click **[Trial Invoices]** to print trial copies (but not post to A/R) the listed invoices.

Verify and Correct Invoices

In the **[Billing][Broadcast Invoices]** section you can correct invoice errors [even on finalized invoices] as long as the month in which the invoice is issued is not closed. If the month has not closed, see editing an invoice. If the month has closed and you need to reissue a corrected invoice, see reissuing a broadcast invoice. The invoice list displays the invoice information in **red if the invoice is short** from what should have been billed, **black if the invoice is OK**, and **blue if the invoice is over** what should have been billed. The columns of interest when fixing errors are:

- How many items were ordered versus how many are invoiced
- How much cost was ordered versus how much is invoiced

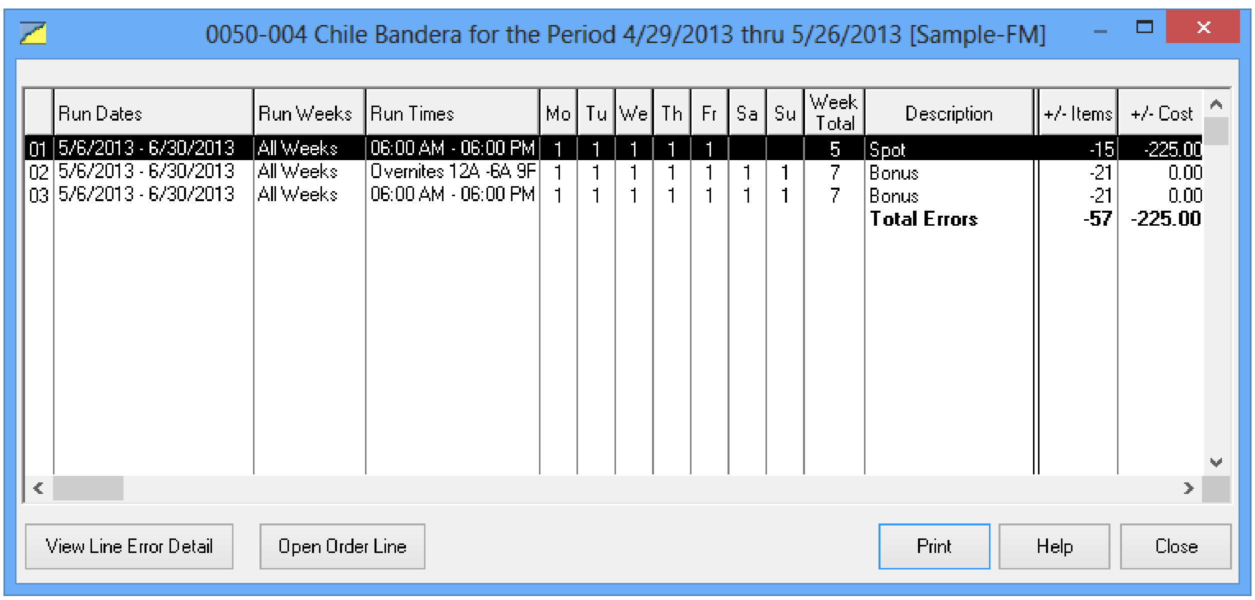
Select the Invoices to be Listed

Select the invoice list settings at the top of the screen to obtain an invoice list. You can select the Status, Station(s), Billing Cycle, and billing period. **Status** selects the invoices that are displayed in the list:

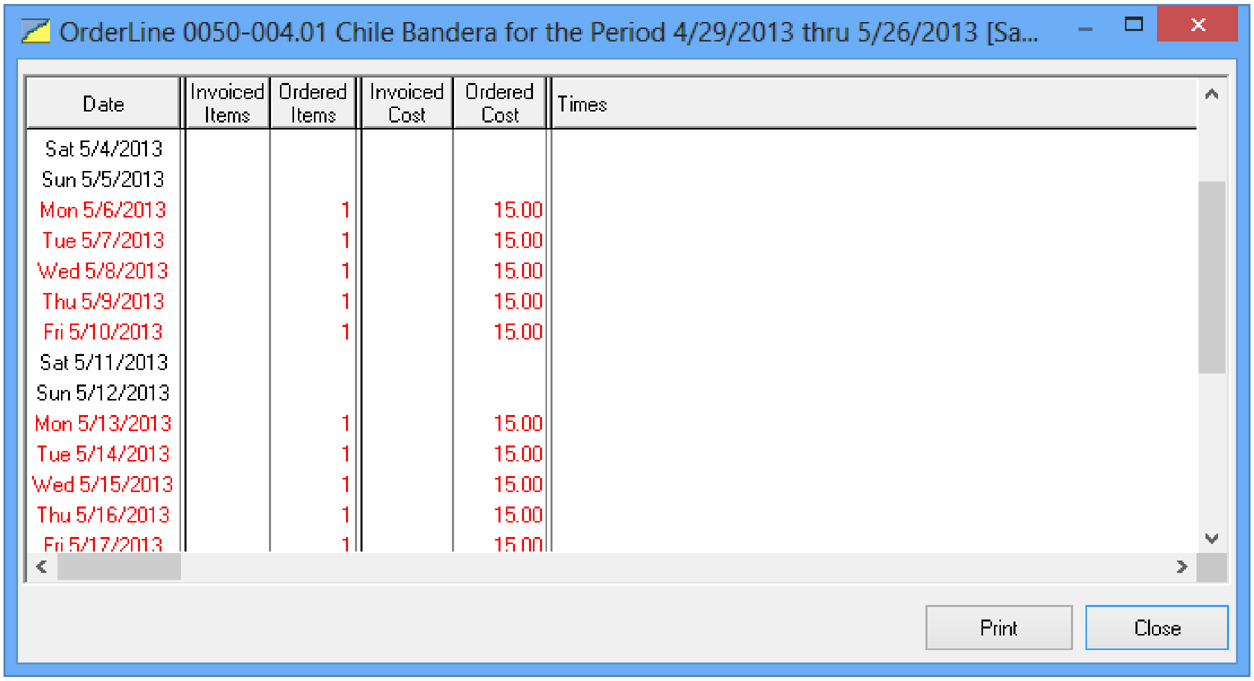
- **Ready** Invoices not yet issued and are ready to be issued. That means the logs have been charged through the end of the Billing Cycle or at least through the Order EndDate.
- **Pending** Invoices that have not yet been issued but may be ready or not ready.
- **Final** Invoices that have been already issued for the selected billing period.

Viewing Invoice Errors on-Screen

[Right-Click] on an invoice from the list to obtain a drop-down Edit/View menu and select **[View Error Detail].** To help in troubleshooting invoice errors, this shows each order-line and lists any errors [on the displayed invoice] for each order-line.



Then on the View Error screen, if you select an order-line that shows an error, you can click **[View Line Error Detail]** and see the exact times items from that order line ran.



Once you have determined what the "error" is for the invoice, you can fix it if needed as described in editing an invoice.

Viewing the Order on-Screen

[Right-Click] on an invoice from the list to obtain a drop-down Edit/View menu and select **[View Order].** You can see the entire order that created the invoice. If you have sufficient user permissions, you can edit the order to fix any problems with it.

Edit / View the Invoice on-Screen

[Right-Click] on an invoice from the list to obtain a drop-down Edit/View menu and select **[Edit / View Invoice].** You can correct invoice errors [even on finalized invoices] as long as the month in which the invoice is issued is not closed.

- If the month has not closed, see view & edit invoices
- If the month has closed and you need to reissue a corrected invoice, see reissuing a broadcast invoice.

Verifying script status for Invoices requiring notarized script affidavits

In the **[Billing][Broadcast Invoices],** with the desired invoice list displayed, click **[Tools] [Pre-Billing Script Status Verification]** on the top dropdown menu. The displayed invoice list will be scanned for those that require script affidavits. Each script and its status will be displayed as **OK** or **missing** depending on whether the script has been typed into the NL Copy Manager.

Viewing and Editing Broadcast Invoices

Also see
Receiving Payments
Applying Prepayment Credits
Entering A/R Adjustments

Edit Pending Invoice

You can always view and edit pending invoices. You can open an Invoice pending invoice on-screen as described below. Also see View Error Detail for help finding the source of errors on an invoice.

Edit Finalized Invoice

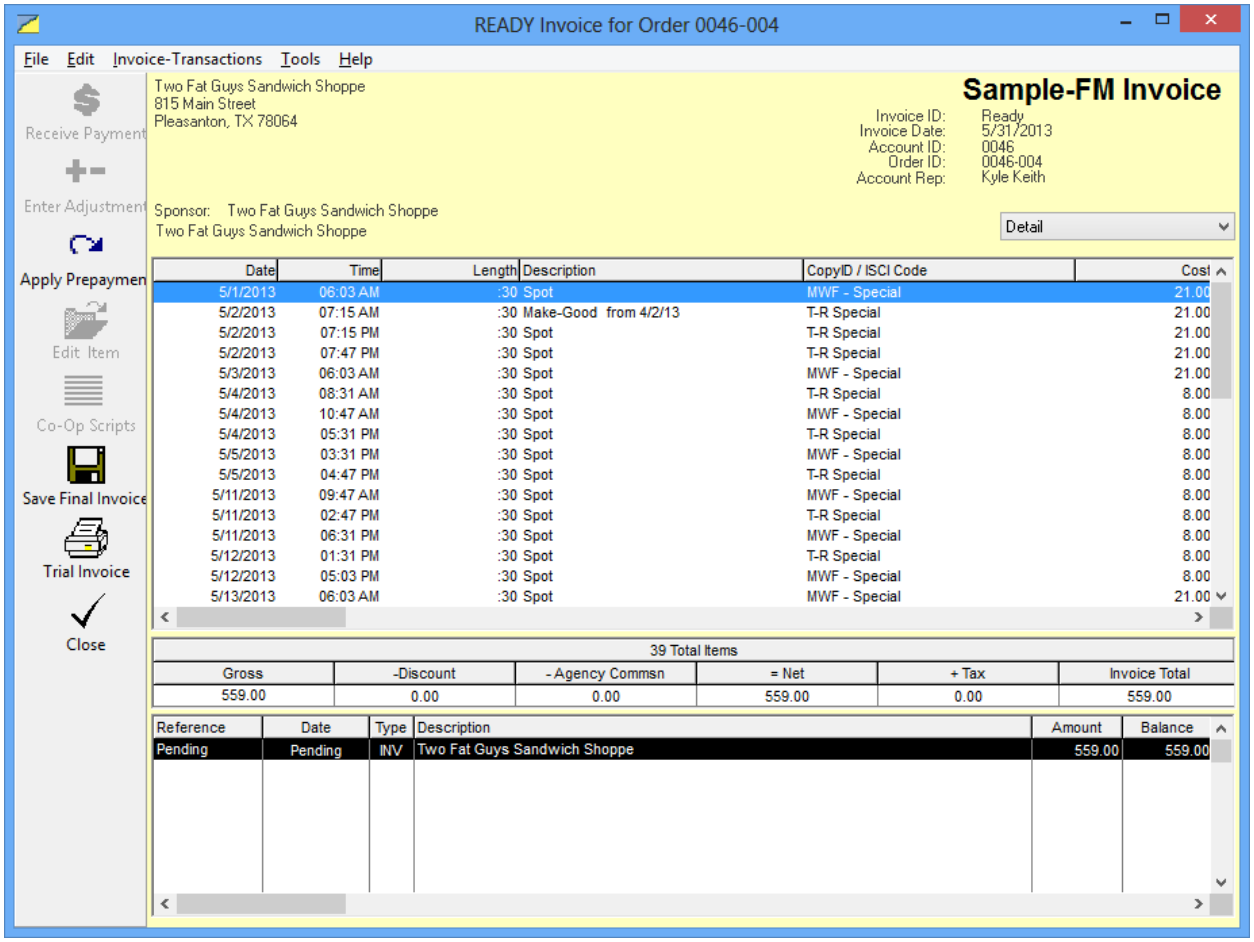
Finalized invoices can always be viewed but can be only edited as long as the month in which the invoice was issued is not closed.You can open an Invoice final invoice on-screen as described below. Also see View Error Detail for help finding the source of errors on an invoice.

Edit Finalized-and-Closed Invoice

If the invoice has been finalized **and** the billing month is closed and you need to correct an invoice, you must reissue a corrected invoice in the current month.

Opening an Invoice For Editing

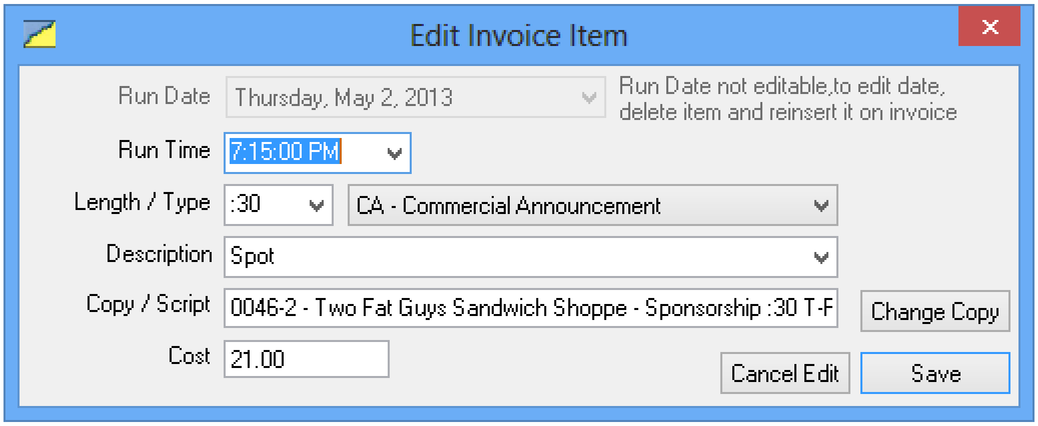
You can open an invoice on-screen in any of the following ways.



- **From Billing** From the main NL screen, click **[Billing][Broadcast Invoices]**, display the invoice list for the period and **[double-click]** the invoice to pen it.
- **From the Customer Screen** From the main NL screen, click **[Accounts Receivable] or [Traffic]**, to display the customer. Then **[double-click]** the invoice on the customers **[Accounts Receivable tab]** to open the invoice. If the invoice has already been paid (so it does not show up on the Accounts Receivable tab), click [History] on the customer Accounts Receivable tab and select it from the list of previous invoices.
- **From Reports** From the main NL screen, click **[Reports]**, and generate any report that includes invoices, such as A/R Aging, Invoiced sales, etc. Then **[double-click]** the invoice on the report to open the invoice.

Edit Invoice Items

Finalized invoices can only be edited as long as the month in which the invoice was issued is not closed. Pending invoices can always be edited. With the invoice displayed as describe above you can do the following. **Note**: If not already displayed as a **Detail** type invoice, NL which switch to that display for editing purposes.



- To edit an individual invoiced item, **[right-click]** that invoice item and click **[Edit this Item]** from the dropdown edit menu.
- To remove an invoiced item, **[right-click]** that invoice item to highlight it and **[Delete this Item]** from the dropdown edit menu.
- To insert an invoice item, **[right-click]** on the invoice to get the edit menu and **[Insert an Item]**. You must select an Order Line to be associated with the new invoice item.

Delete Invoice Item

To remove an invoiced item, **[right-click]** that invoice item to highlight it and **[Delete this Item]** from the dropdown edit menu.

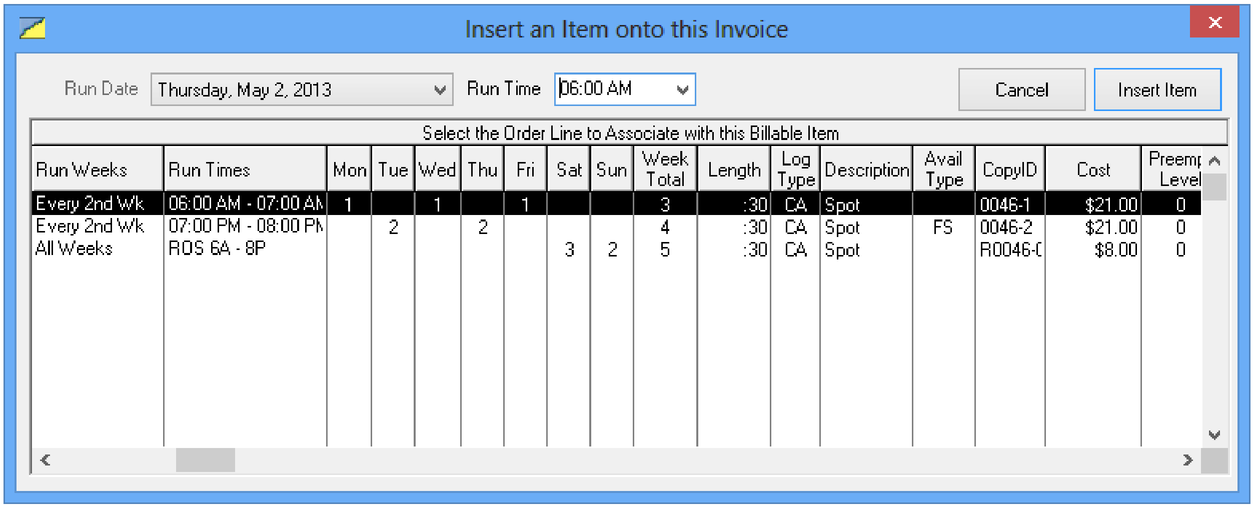
Mass-Change Invoice Items

Finalized invoices can be only edited as long as the month in which the invoice was issued is not closed. Pending invoices can always be edited. With the invoice displayed as describe above you can select items to be "Mass-Changed". **Note**: If not already displayed as a **Detail** type invoice, NL which switch to that display for editing purposes.

To mass-change items, **[Left-Click]** an item. **[Ctrl]-[Left-Click]** then selects additional items you want to mass-change. **[Shift]-[Left-Click]** selects all items in the range between the last item clicked and the currently clicked item. After you have selected all items to be mass-changed, **[Right-Click]** and select **[Mass-Change Selected Items]**. On the mass-changer screen, leave any unchanged fields BLANK and enter values only for those fields to be mass-changed. **After you save the mass-change values there is no "UnDo" function!**

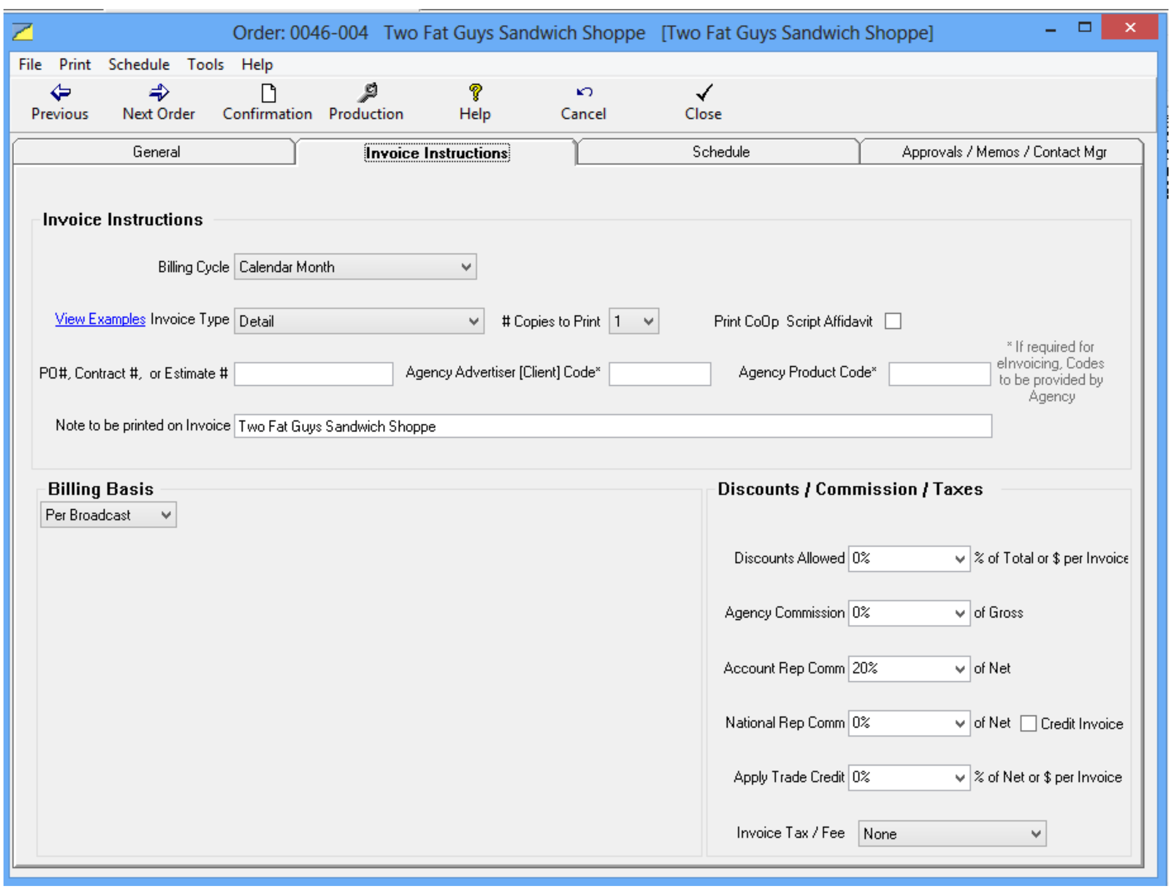
Insert Invoice Item

To insert an invoice item, **[right-click]** on the invoice to get the edit menu and **[Insert an Item]**. You must select an Order-Line to be associated with the new invoice item. After you click [Insert Item] on the screen below, you will get the Edit Invoice Item screen shown above and the new log item can be edited.



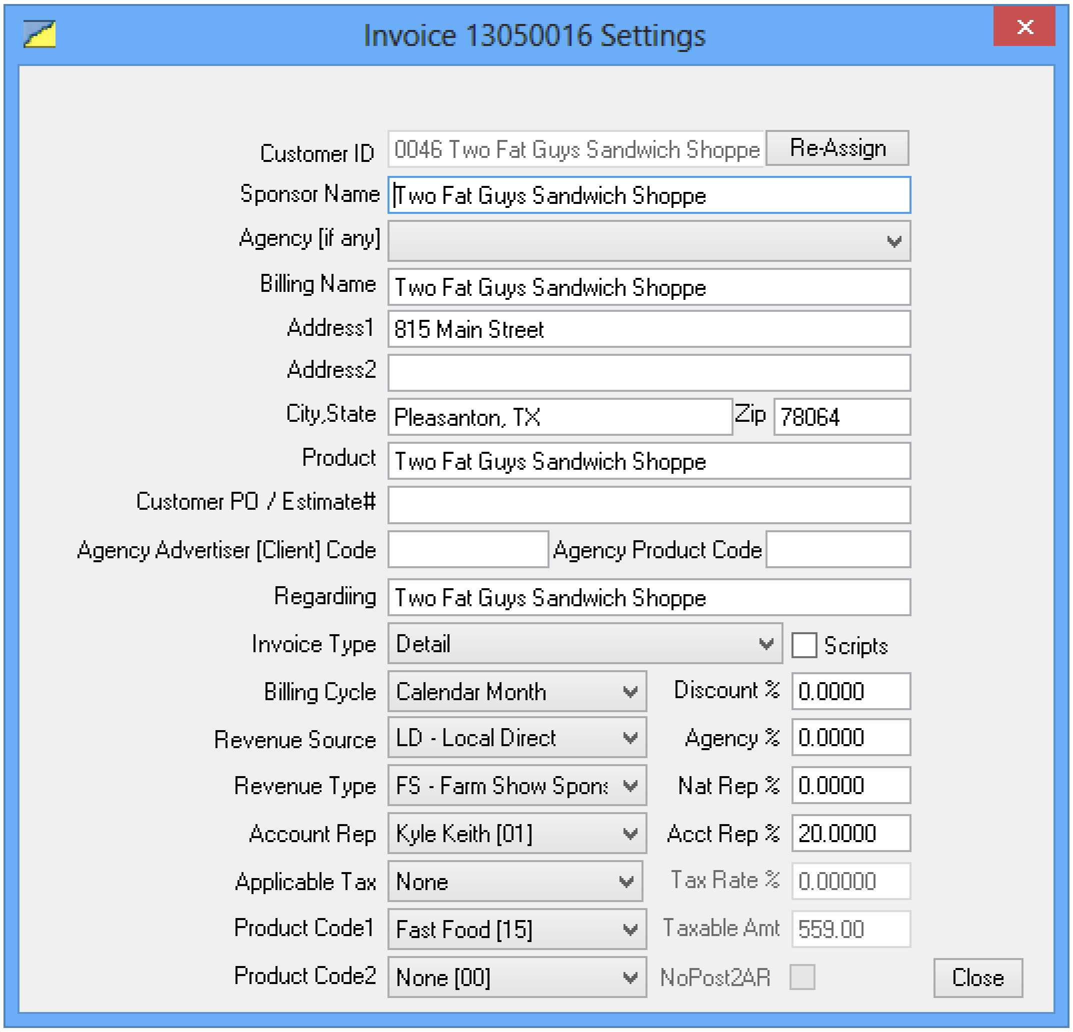
Edit Pending Invoice Settings

To edit the underlying information on an invoice that has not yet been issued, such as name, address, commissions, taxes, etc., you need to edit the customer or order itself. Then reopen the pending invoice.



Edit Finalized Invoice Settings

To edit the underlying information on an invoice that has already been issued [Final Invoice], such as name, address, commissions, taxes, etc., in the lower portion of the invoice screen, **[right-click]** the invoice reference number and select **[View Transaction Detail]** from the dropdown menu.



Re-Issuing a Broadcast Invoice

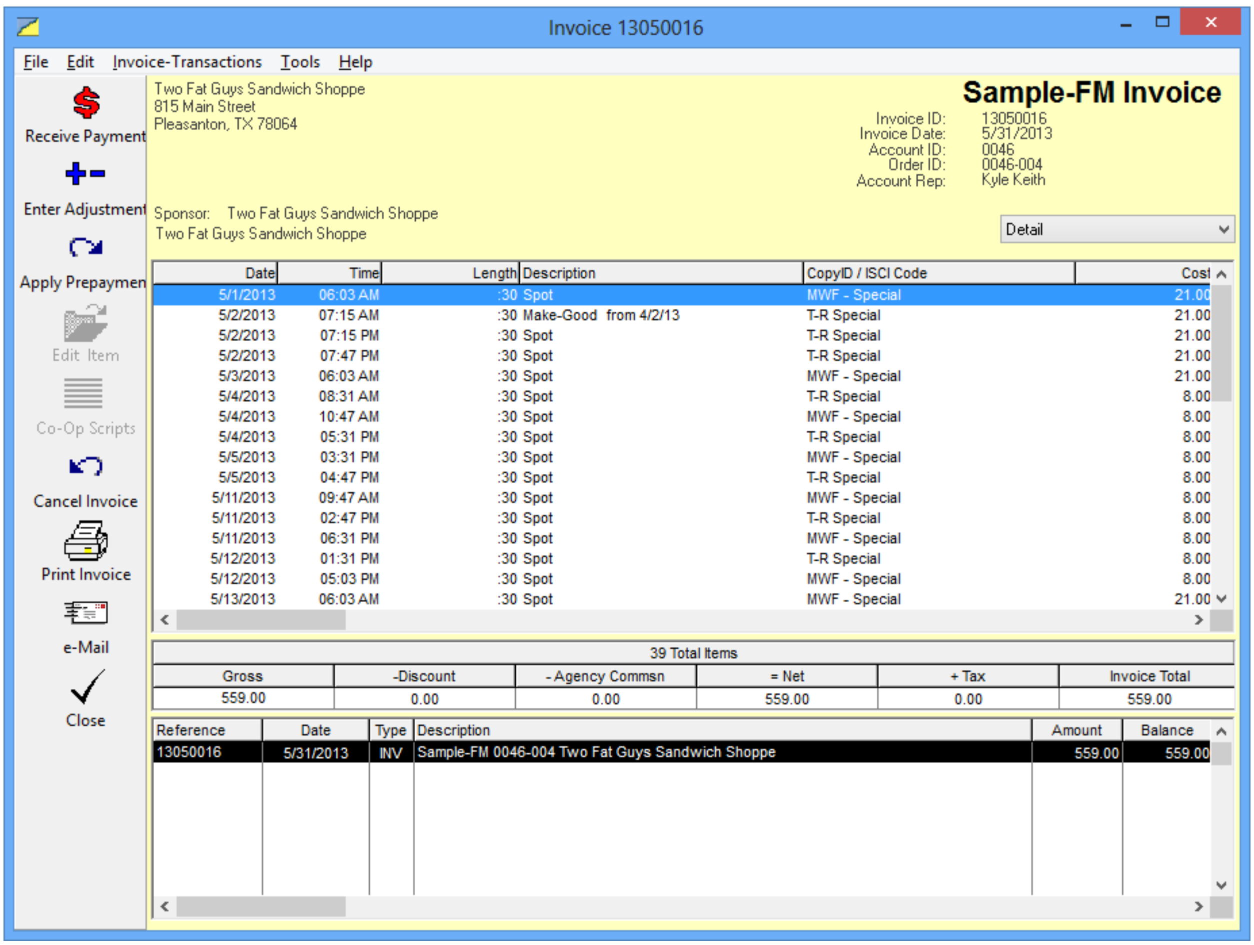
Finalized invoices can be only edited as long as the month in which the invoice was issued is not closed. If the month has closed, the invoice must be reissued in the current month so it can be corrected and reprinted.

If the Month is NOT Closed

If the month is not yet closed simply edit the invoice and reprint it without going through this reissue process. Note: The only two items that cannot be changed on a final invoice are the Billing Cycle and Billing Basis.

If the Month is Already Closed

If the month is closed and you need to issue a corrected invoice, you can open the invoice as described below and click the **[Cancel Invoice]** button. When warned that the invoice has been reconciled and may not be edited, answer **[Yes]** when asked whether to reissue the invoice.



Once the invoice is reissued in the current billing month it can be edited and reprinted. Since all changes take place in the current month, previous accounts receivable reconciliation for already-closed and reconciled months is not affected. Please note the following:

- The reissued invoice amount will have the current date and will be reported as part of current month billing! Your accountant will need to adjust their current-month reconciliation for this fact!
- The old invoice amount as originally issued will still exist in its original month's sales totals as reported in NL.
- The old invoice will show an adjusting entry dated for the current month that zeroes out the old invoice.
- All payments and adjustments attached to the old invoice are automatically moved to the reissued invoice.

Opening an Invoice For Editing

You can open an invoice on-screen in any of the following ways.

- **From Billing** From the main NL screen, click **[Billing][Broadcast Invoices]**, display the invoice list for the period and **[double-click]** the invoice to pen it.
- **From the Customer Screen** From the main NL screen, click **[Accounts Receivable] or [Traffic]**, to display the customer. Then **[double-click]** the invoice on the customers **[Accounts Receivable tab]** to open the invoice. If the invoice has already been paid (so it does not show up on the Accounts Receivable tab), click [History] on the customer Accounts Receivable tab and select it from the list of previous invoices.
- **From Reports** From the main NL screen, click **[Reports]**, and generate any report that includes invoices, such as A/R Aging, Invoiced sales, etc. Then **[double-click]** the invoice on the report to open the invoice.

Electronic Invoice Overview & Startup

Natural Log supports the following electronic Invoicing methods.

E-Mail Adobe Acrobat pdf

This is a free method internal to NL [no clearinghouse is required] that allows you to deliver invoices in the common Abode Acrobat PDF format to anyone with an e-mail address [using your email program such as Outlook Express]. The recipient will need the free Adobe Acrobat reader from www.adobe.com to view and print the Invoice which will look exactly like they printed it themselves from NL with all formatting and graphics intact. If you entered the **Invoice e-mail address** on the customer's account screen, NL will send them for you [if you have an e-mail program on your computer]. If you have not entered an **Invoice e-mail address** your e-mail program will prompt your for an e-mail address. See e-mail NL Documents.

Outlook eMail Warnings: If you are using Outlook eMail and keep getting warnings about NL trying to use Outlook eMail and asking you to **[Allow]** or **[Deny**] you can hide these warnings in the NL Electronic Invoice window by clicking **[Help] [Hide Outlook eMail Warnings]**. It is imperative that you select the correct version of Outlook that you are using and Click **[YES]** at each prompt.

Fax

This requires a fax-modem and a 3rd-party fax capture program (usually provided free with fax modems). You can select the "Fax" as the printer and print any NL invoice directly to your fax modem. If you do this, when your fax capture program starts up, the Customer Fax number from NL will be in the Windows clipboard and all you need to do is paste it into the box for the fax number to be dialed. Fax invoices can only be done 1 at a time.

Broadcast Industry e-Invoice Clearinghouse

- **EInvoice / Encoda SpotData**
- **RadioInvoices.com**
- **DDS Invoice Manager [DDS / MediaOcean Invoice Manager]**
- **EMediaTrade.com**

If you use a clearinghouse you are responsible to register with the clearinghouse and pay all their required fees for electronic invoice delivery. NL simply creates a properly-formatted file that you send to them and they deliver the invoices electronically to the proper agencies.

The startup process to begin using a clearinghouse is:

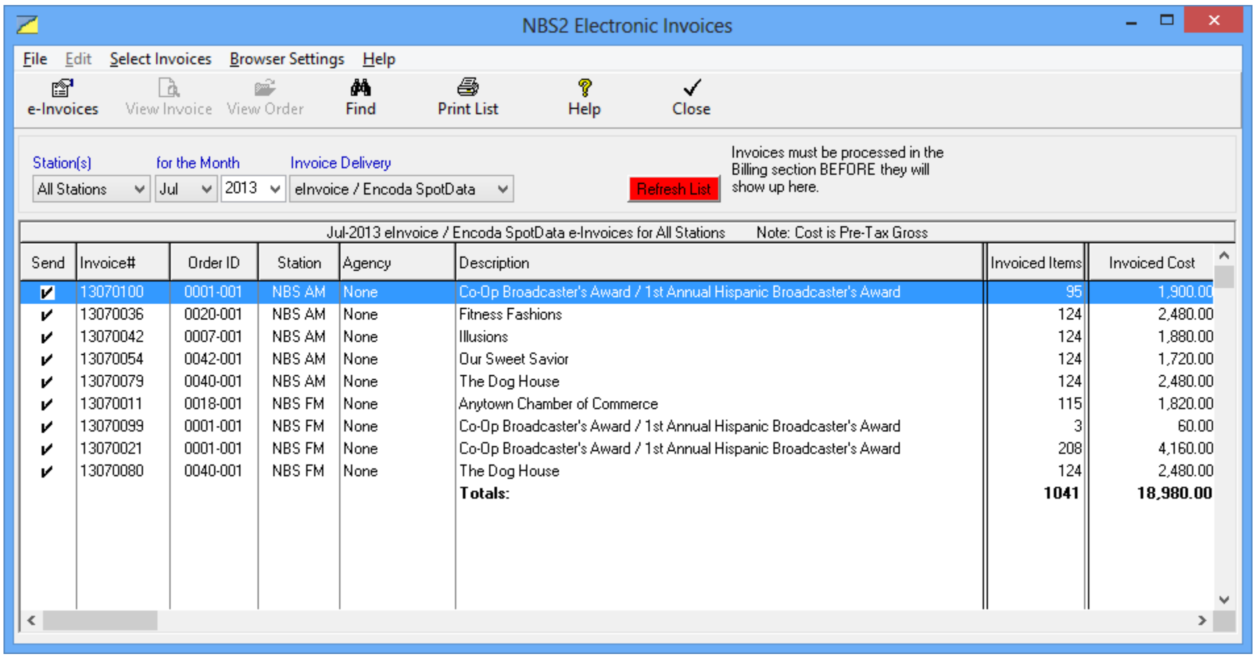
1. Establish an account with the clearinghouse.
2. In **[Setup] [Administrator Controls] [Station Settings / Document Formats]** section, you must click the **[e-Invoice]** button to enter certain station-specific information such as the 4-letter call sign used for the clearinghouse to identify your station, the band [AM or FM], and the media type [Radio, TV, or Local Cable].
3. For each agency to which you want to transmit e-Invoices through the clearinghouse you need to use **[Setup][Agencies]** to enter the agency's "Agency IDB" code.
4. On the customer's account screen set **Invoice Delivery** to select the desired method (as set on each)
5. On the customer entry screen be sure the proper agency is assign to the customer so the Agency IDB is picked up from the Agency List.

You are then ready to begin e-Invoicing through a clearinghouse. See Electronic Invoice Transmission.

Electronic Invoice Transmission

See Electronic Invoices Overview and Startup.

Until Final Broadcast Invoices are processed, they may not be sent as Electronic Invoices! See Broadcast Invoices to finalize the invoices before trying to send them electronically. To send your Broadcast Invoices electronically [after they have been processed in Broadcast Invoices], from the main NL screen, click **[Billing][Electronic Invoices]**.



Select the Electronic Invoices to be Delivered

Select the invoice settings at the top of the screen to obtain an invoice list. You can select the Station(s), billing period, and Invoice delivery method. **Invoice Deliver** selects the invoice delivery method (as set on each customer's account screen)

Broadcast Industry e-Invoice Clearinghouse

- **eInvoice / Encoda SpotData**
- **eInvoice / RadioInvoices.com**
- **eInvoice / DDS Invoice Manager [DDS / MediaOcean Invoice Manager]**
- **eInvoice / eMediaTrade**
- **E-Mail Adobe Acrobat PDF**

See Electronic Invoice Overview & Startup.

E-Mail Adobe Acrobat pdf

This is a free method internal to NL [no clearinghouse is required] that allows you to deliver invoices in the common pdf format to anyone with an e-mail address. The recipient will need the free Adobe Acrobat reader from www.adobe.com to view and print the Invoice which will look exactly like they printed it themselves from NL with all formatting and graphics intact. If you entered the **Invoice e-mail address** on the customer's account screen, NL will send them for you [if you have an e-mail program on your computer]. If you have not entered an **Invoice e-mail address** your e-mail program will prompt your for an e-mail address. See e-mail NL Documents.

Outlook eMail Warnings: If you are using Outlook eMail and keep getting warnings about NL trying to use Outlook eMail and asking you to **[Allow]** or **[Deny]** you can hide these warnings in the NL Electronic Invoice window by clicking **[Help] [Hide Outlook eMail Warnings]**. It is imperative that you select the correct version of Outlook that you are using and Click **[YES]** at each prompt.

Fax

This requires a fax-modem and a 3rd-party fax capture program (usually provided free with fax modems). You can select the "Fax" as the printer and print any NL invoice directly to your fax modem. If you do this, when your fax capture program starts up, the Customer Fax number from NL will be in the Windows clipboard and all you need to do is paste it into the box for the fax number to be dialed. Fax invoices can only be done 1 at a time.

Create the E-Invoice file(s)

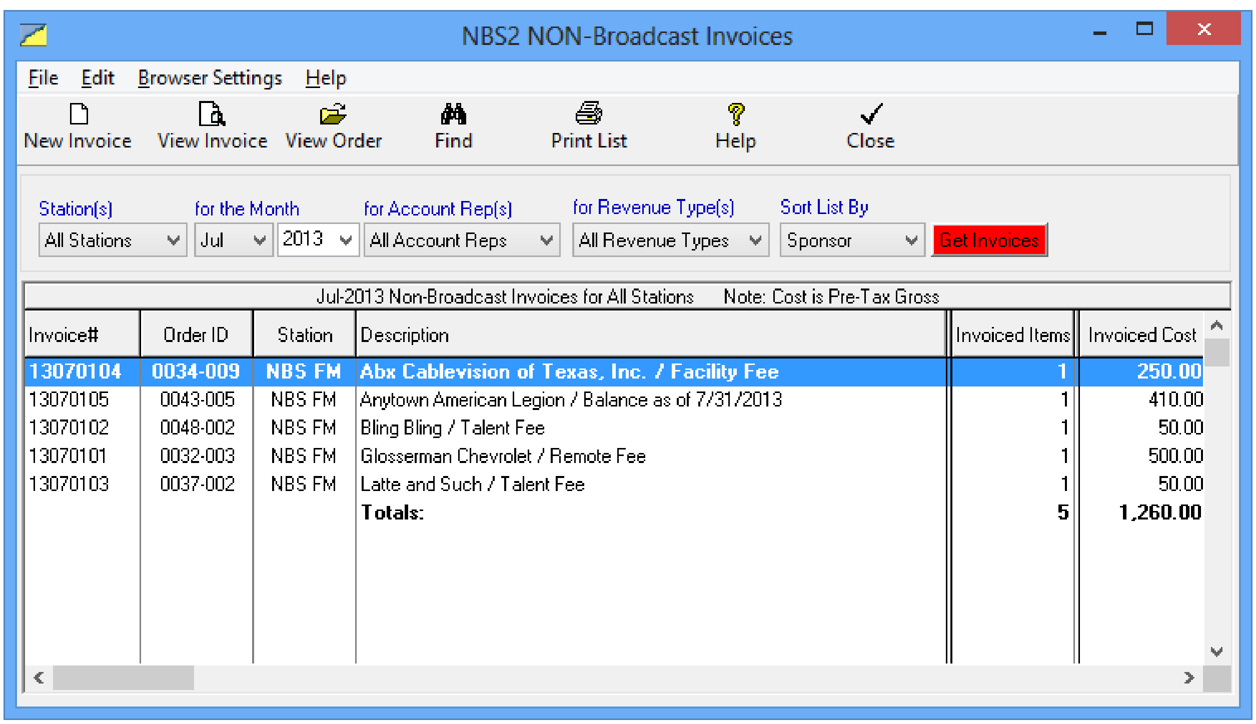
After you select the invoices to be delivered electronically, click the **[e-Invoices]** button to begin the electronic invoice export process.

Non-Broadcast Invoice Generator

To generate Non-Broadcast Invoices, from the main NL screen, click **[Billing][Non-Broadcast Invoices]**. Non-Broadcast invoices cover items like talent fees, equipment fees, productions fees, lines fees, etc.

Non-Broadcast invoices can also be used to enter initial balances when starting NL and you have balances to enter from a prior accounting system

See sample Non-Broadcast Invoice.

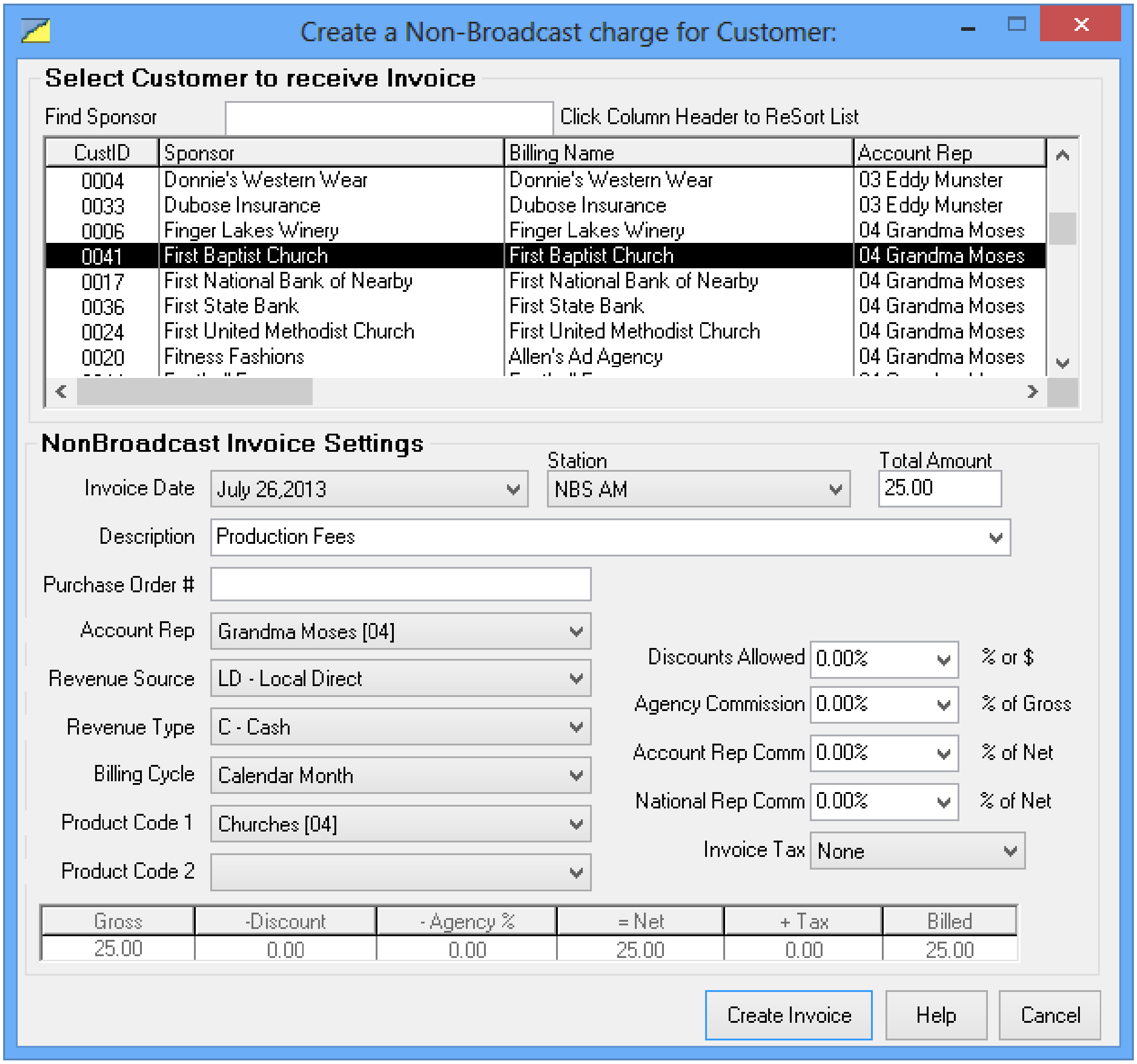


Select the Invoices to be Listed

Select the invoice settings at the top of the screen to obtain an invoice list. You can select the Station(s), billing period, and Account Rep to be displayed. This invoice list allows you to see what non-broadcast invoices have already been entered for the selected billing period.

Create a New Non-Broadcast Invoice

In **[Billing][Non-Broadcast Invoices]**, to create a new Non-Broadcast invoice, click the **[New Invoice]** button. On the blank Invoice screen, you must specify the **Customer to receive the Invoice**. After you select the customer, you must enter the following data:

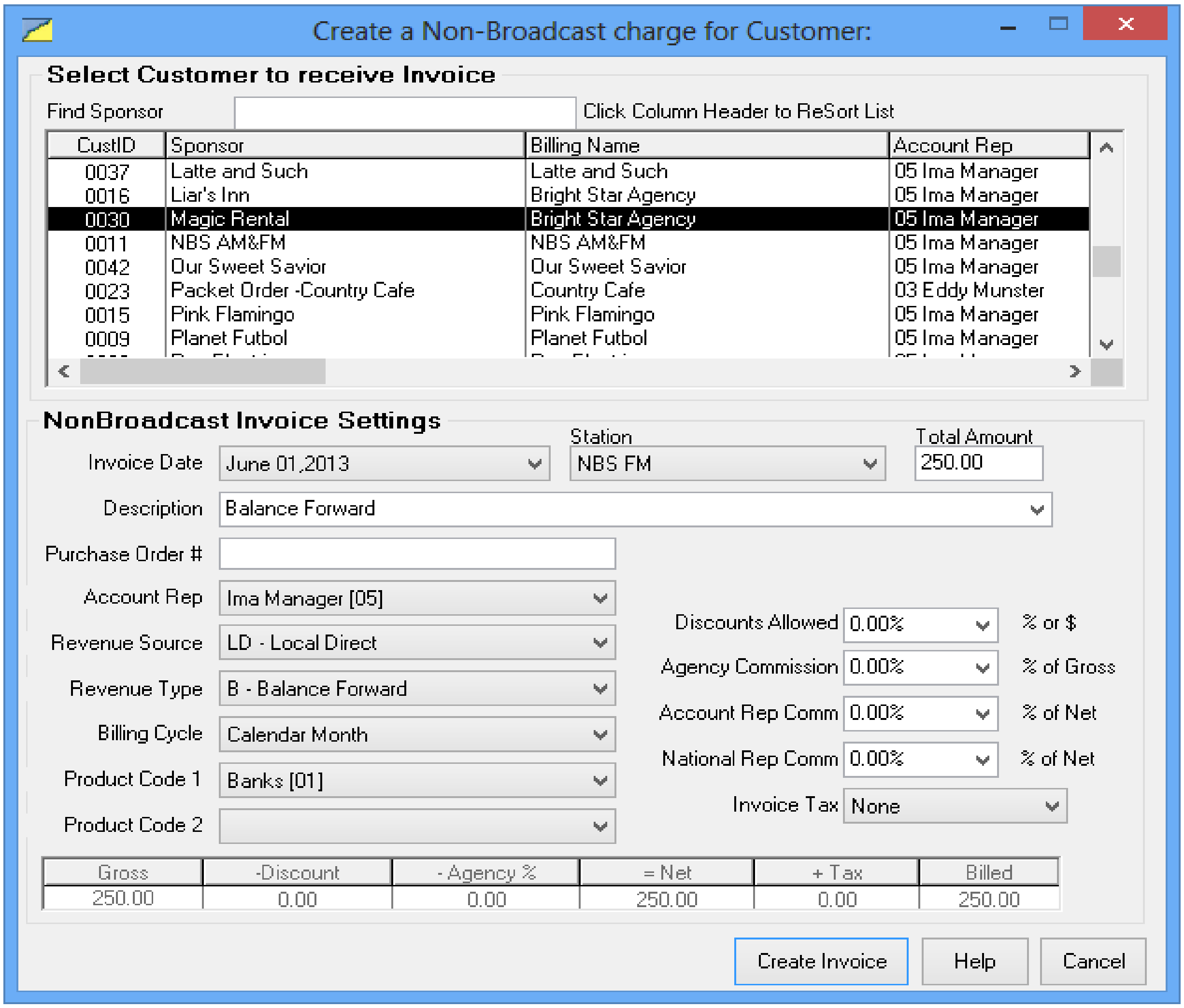


Save the New Non-Broadcast Invoice

After you are sure the invoice is correct, you can click **[Create Invoice]** to post the invoice to Accounts Receivable. After posting you can edit it or add items to it.

Using Non-Broadcast Invoices to Enter Customer Balances for Initial Setup

When initially installing NL, you may need to enter existing balances for customers as they existed in your previous accounting system. In **[Billing][Non-Broadcast Invoices]**, then click the **[New Invoice]** button. You can also do this from the customer account screen using **[Billing][Non-Broadcast Invoice Generator]**, then click the **[New Invoice]** button.



There are 2 ways to enter the balances:

- If you want to carry forward an unpaid total balance as of a certain date, create a single invoice for that amount dated as of the carry-forward date. NL will age the amount from the date you assign to the invoice. In the invoice description, use something like **Balance Forward as of 12/31/03**.
- If you want to carry forward a detailed month-by-month balances [for accurate aging], create a multiple invoices, one for each amount that is due and date it as of the amount's due date. NL will age each amount from the date you assign to the invoice. In the invoice description, use something like **Aug-2003 billing**.

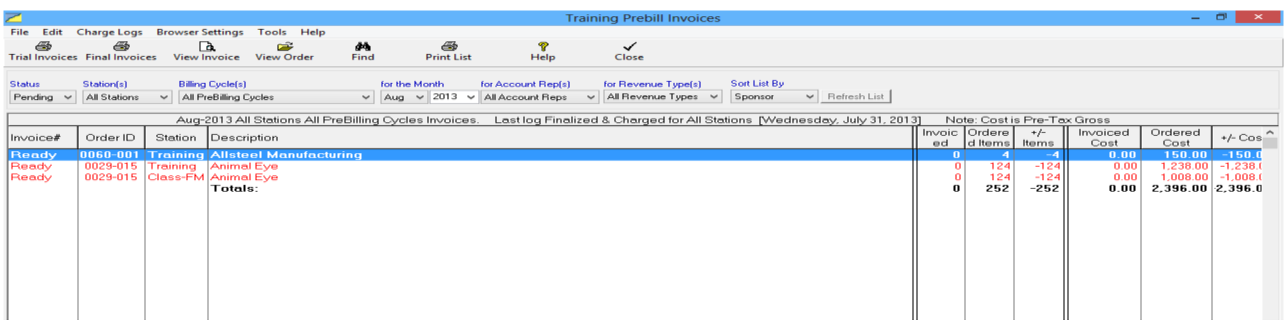
Prebilling Invoice Generator- Special Billing Situations

NOTE: This section of Natural Log is used only in unusual circumstances. Most broadcast stations invoice the advertisers after spots have aired so they can give actual runtimes. This is the normal method for billing in Natural Log.

However, some customers may want a summary invoice in advance. NL allows you to create Prebill Invoices for these customers who want an invoice before their spots or programs actually air on the station's log. **Please note the following:**

- NL cannot create prebill and regular invoices for the same order.
- NL creates these pre-bill **summary type** invoices based on a projection of what is supposed to run in the billing period as described on the broadcast order on the date the invoice is generated. See sample Prebilling Invoice.
- NL then allows you to open the prebill invoice later after the logs are run and create an associated "as-run" invoice to capture actual runtimes from the logs if needed. See sample Prebilling As-Run invoice.
- Only orders with billing cycles set to **Prebill** can be prebilled, so you must set the **Invoice Billing Cycle** field on each broadcast order to one of these:
  Prebill – Broadcast Month
  Prebill – Calendar Month
  Prebill – Weekly.

To enter the NL Prebilling Generator, from the main NL menu, click **[Billing] [Prebill Invoices].**



Select the Invoices to be Listed

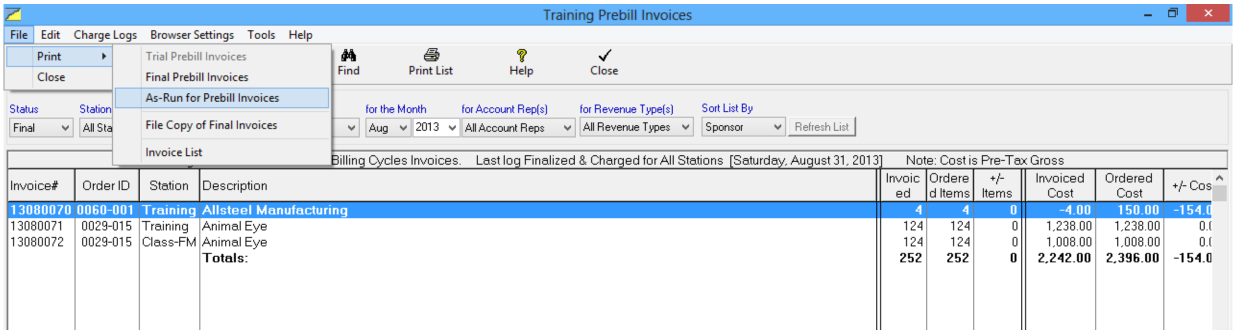
Select the invoice settings at the top of the screen to obtain an invoice list. You can select the Station(s), billing period, and account rep to be displayed. This invoice list allows you to see the customers who have a prebill cycle selected on their order for the selected billing period. Click on the **[Final Invoices]** button at the top of the screen to finalize and print these invoices.

Creating As-Run Invoices for Prebilled Invoices

Once all the logs have been finalized for the month, NL9 allows you to go back into the Prebill screen to print the actual run times for the Prebill invoices that you created for that month. These As-Run invoices will be in whatever invoice type you specified on the order.

Open the Prebill screen, choose the correct month, **Status Final** then **[Get Invoices]**. The invoice numbers will remain the same. To print one As-Run invoice, open the Prebill Invoice & click **[Edit][View Prebill Invoice Actual Runtimes].**

To batch print multiple As-Run invoices, select any you want to print then click **[File] [Print] [As-Run for Prebill Invoices]**.

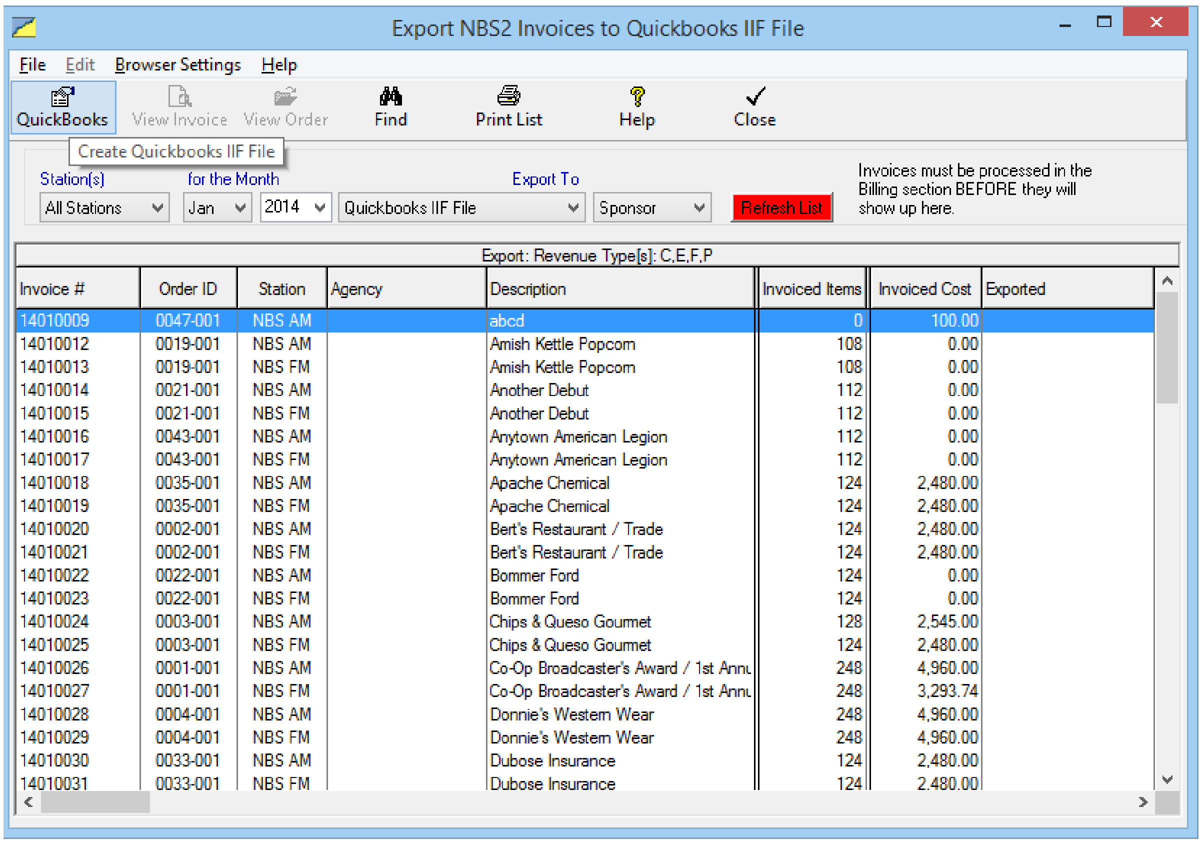


Export to Quickbooks

Note: The Export to Quickbooks process requires Quickbooks 2012 or later.
Natural Log 9 offers the option to export your final invoices to Quickbooks in an IIF file.

This is done via the the **[Billing][Export to Quickbooks]** menu. Select the Station, Month/Year and Get Invoices. Once the list is generated, you can click the Quickbooks button to create the .iif file to import into Quickbooks.

Note: Only invoices with Revenue Types that have been set up to be exported to Quickbooks will be included for export. This is selected under **[Setup][Revenue Types].**



CAUTION WHEN EXPORTING INVOICES TO QUICKBOOKS:

--- In Quickbooks all account names for Customers, Vendors, and “Other” names <u>must be unique</u>.

--- When exporting invoices, NL9 names each Quickbooks Customer account using the NL9 <u>Sponsor</u> name.

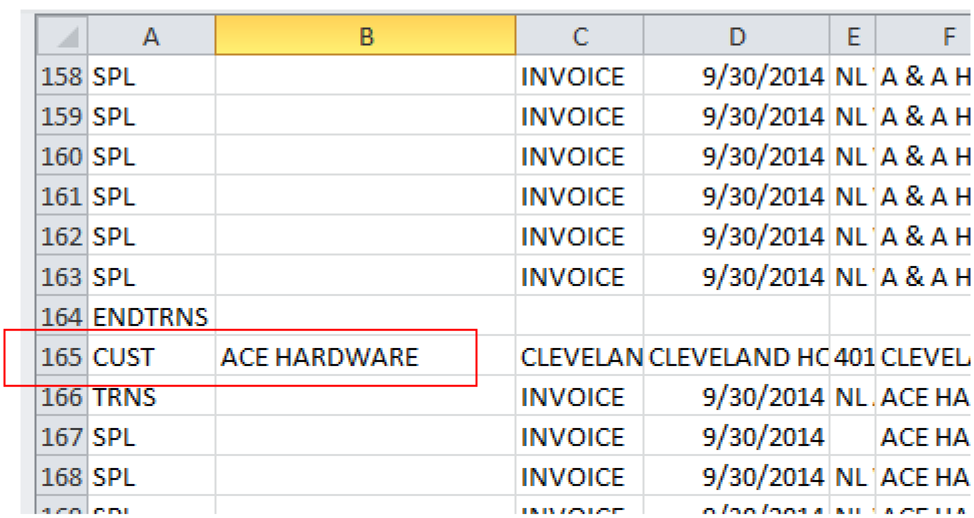
<u>**Therefore:**</u>

--- You should not have duplicate Sponsor names in NL9. If you do, Quickbooks will combine those accounts into one account when imported.

--- You cannot have a “Vendor” or “Other Name” that exactly matches an NL9 Sponsor name. If you do, you will see the following error message when importing into Quickbooks:

If you have accounts with duplicate names in NL9 and in Quickbooks, you may receive an error similar to below.

To resolve this, you can open the .iif file in Excel, and then go to the line number referenced, as shown below:



	A	B	C	D	E	F
158	SPL		INVOICE	9/30/2014	NL	A & A H
159	SPL		INVOICE	9/30/2014	NL	A & A H
160	SPL		INVOICE	9/30/2014	NL	A & A H
161	SPL		INVOICE	9/30/2014	NL	A & A H
162	SPL		INVOICE	9/30/2014	NL	A & A H
163	SPL		INVOICE	9/30/2014	NL	A & A H
164	ENDTRNS					
165	CUST	ACE HARDWARE	CLEVELAN	CLEVELAND HC	401	CLEVEL
166	TRNS		INVOICE	9/30/2014	NL	ACE HA
167	SPL		INVOICE	9/30/2014		ACE HA
168	SPL		INVOICE	9/30/2014	NL	ACE HA

We can see that on line 165, column B, our Customer is Ace hardware. We can then either edit the Sponsor name in NL9, or edit the name within Quickbooks, so that the two names differ by at least one character. Quickbooks will then allow this record to be imported.

Examples of Natural Log Invoice Types

Example Invoice Type: Detail

NBS

NBS AM
10431 Gulfdale
San Antonio Texas, 78216

NBS AM Invoice

Invoice ID:	13060089
Invoice Date:	6/30/2013
Account ID:	0005
Order ID:	0005-001
Account Rep:	House Accounts
Amount Due:	$80.00
Amount Paid:	__________

EMERGENCY BROADCAST SYSTEM TEST
ANYWHERE, TX 78000

Sponsor: Emergency Broadcast System Test
Emergency Broadcast System Test

Page 1

Date	Time	Length	Description	CopyID / ISCI Code	Cost
6/9/2013	10:45 AM	:30	Spot	ISCI9100	20.00
6/10/2013	11:15 PM	:30	Spot	ISCI9100	20.00
6/22/2013	07:45 PM	:30	Spot	ISCI9000	20.00
6/24/2013	08:15 PM	:30	Spot	ISCI9000	20.00
			4 Total Items	Total Cost:	80.00

Amount Due: 80.00

Example Invoice Type: Detail Affidavit

NBS AM
10431 Gulfdale
San Antonio Texas, 78216

NBS AM Invoice

Invoice ID:	13060089
Invoice Date:	6/30/2013
Account ID:	0005
Order ID:	0005-001
Account Rep:	House Accounts
Amount Due:	$80.00
Amount Paid:	________

EMERGENCY BROADCAST SYSTEM TEST
ANYWHERE, TX 78000

Sponsor: Emergency Broadcast System Test
Emergency Broadcast System Test

Page 1

Date	Time	Length	Description	CopyID / ISCI Code	Cost
6/9/2013	10:45 AM	:30	Spot	ISCI9100	20.00
6/10/2013	11:15 PM	:30	Spot	ISCI9100	20.00
6/22/2013	07:45 PM	:30	Spot	ISCI9000	20.00
6/24/2013	08:15 PM	:30	Spot	ISCI9000	20.00
		4	Total Items	Total Cost:	80.00

AFFIDAVIT OF PERFORMANCE: I certify that, in accordance with the Official Station Logs, announcements were broadcast as shown on this invoice.

____

Amount Due: 80.00

Example Invoice Type: Detail Notarized Affidavit

NBS AM
10431 Gulfdale
San Antonio Texas, 78216

NBS AM Invoice

Invoice ID: 13060089
Invoice Date: 6/30/2013
Account ID: 0005
Order ID: 0005-001
Account Rep: House Accounts

Amount Due: $80.00

Amount Paid: __________

EMERGENCY BROADCAST SYSTEM TEST
ANYWHERE, TX 78000

Sponsor: Emergency Broadcast System Test
Emergency Broadcast System Test

Page 1

Date	Time	Length	Description	CopyID / ISCI Code	Cost
6/9/2013	10:45 AM	:30	Spot	ISCI9100	20.00
6/10/2013	11:15 PM	:30	Spot	ISCI9100	20.00
6/22/2013	07:45 PM	:30	Spot	ISCI9000	20.00
6/24/2013	08:15 PM	:30	Spot	ISCI9000	20.00
		4	Total Items	Total Cost:	80.00

AFFIDAVIT OF PERFORMANCE: I certify that, in accordance with the Official Station Logs, announcements were broadcast as shown on this invoice.

Amount Due: **80.00**

____

STATE OF
COUNTY OF
Subscribed and sworn before me this _____ day of _______

____________________, NOTARY PUBLIC

Example Invoice Type: Times/Rates

NBS

NBS AM
10431 Gulfdale
San Antonio Texas, 78216

NBS AM Invoice

Invoice ID:	13060089
Invoice Date:	6/30/2013
Account ID:	0005
Order ID:	0005-001
Account Rep:	House Accounts
Amount Due:	$80.00
Amount Paid:	__________

EMERGENCY BROADCAST SYSTEM TEST
ANYWHERE, TX 78000

Sponsor: Emergency Broadcast System Test
Emergency Broadcast System Test

Page 1

Date	Description	Times	Qty	Rate	Cost
6/9/2013	:30 Spot	10:45 AM	1	20.00	20.00
6/10/2013	:30 Spot	11:15 PM	1	20.00	20.00
6/22/2013	:30 Spot	07:45 PM	1	20.00	20.00
6/24/2013	:30 Spot	08:15 PM	1	20.00	20.00
	4 Total Items		Total Cost:		80.00

Amount Due: 80.00

Example Invoice Type: Times/Rates Affidavit

NBS AM
10431 Gulfdale
San Antonio Texas, 78216

NBS AM Invoice

Invoice ID:	13060089
Invoice Date:	6/30/2013
Account ID:	0005
Order ID:	0005-001
Account Rep:	House Accounts
Amount Due:	$80.00
Amount Paid:	__________

EMERGENCY BROADCAST SYSTEM TEST
ANYWHERE, TX 78000

Sponsor: Emergency Broadcast System Test
Emergency Broadcast System Test

Page 1

Date	Description	Times	Qty	Rate	Cost
6/9/2013	:30 Spot	10:45 AM	1	20.00	20.00
6/10/2013	:30 Spot	11:15 PM	1	20.00	20.00
6/22/2013	:30 Spot	07:45 PM	1	20.00	20.00
6/24/2013	:30 Spot	08:15 PM	1	20.00	20.00
	4 Total Items		Total Cost:		80.00

AFFIDAVIT OF PERFORMANCE: I certify that, in accordance with the Official Station Logs, announcements were broadcast as shown on this invoice.

____

Amount Due: 80.00

Example Invoice Type: Times/Rates Notarized Affidavit

NBS AM
10431 Gulfdale
San Antonio Texas, 78216

NBS AM Invoice

Invoice ID: 13060089
Invoice Date: 6/30/2013
Account ID: 0005
Order ID: 0005-001
Account Rep: House Accounts

Amount Due: $80.00

Amount Paid: __________

EMERGENCY BROADCAST SYSTEM TEST
ANYWHERE, TX 78000

Sponsor: Emergency Broadcast System Test
Emergency Broadcast System Test

Page 1

Date	Time	Length	Description	CopyID / ISCI Code	Cost
6/9/2013	10:45 AM	:30	Spot	ISCI9100	20.00
6/10/2013	11:15 PM	:30	Spot	ISCI9100	20.00
6/22/2013	07:45 PM	:30	Spot	ISCI9000	20.00
6/24/2013	08:15 PM	:30	Spot	ISCI9000	20.00
		4	**Total Items**	**Total Cost:**	**80.00**

AFFIDAVIT OF PERFORMANCE: I certify that, in accordance with the Official Station Logs, announcements were broadcast as shown on this invoice.

Amount Due: **80.00**

____

STATE OF
COUNTY OF
Subscribed and sworn before me this _____ day of _______

__________________, NOTARY PUBLIC

Example Invoice Type: Times

NBS AM
10431 Gulfdale
San Antonio Texas, 78216

NBS AM Invoice

Invoice ID: 13060089
Invoice Date: 6/30/2013
Account ID: 0005
Order ID: 0005-001
Account Rep: House Accounts

Amount Due: $80.00

Amount Paid: __________

EMERGENCY BROADCAST SYSTEM TEST
ANYWHERE, TX 78000

Sponsor: Emergency Broadcast System Test
Emergency Broadcast System Test

Page 1

Date	Description	Times	Cost
6/9/2013	:30 Spot	10:45 AM	20.00
6/10/2013	:30 Spot	11:15 PM	20.00
6/22/2013	:30 Spot	07:45 PM	20.00
6/24/2013	:30 Spot	08:15 PM	20.00
	4 Total Items	**Total Cost:**	**80.00**

Amount Due: 80.00

Example Invoice Type: Times Affidavit

NBS AM
10431 Gulfdale
San Antonio Texas, 78216

NBS

NBS AM Invoice

Invoice ID: 13060089
Invoice Date: 6/30/2013
Account ID: 0005
Order ID: 0005-001
Account Rep: House Accounts

Amount Due: $80.00

Amount Paid: __________

EMERGENCY BROADCAST SYSTEM TEST
ANYWHERE, TX 78000

Sponsor: Emergency Broadcast System Test
Emergency Broadcast System Test

Page 1

Date	Description	Times	Cost
6/9/2013	:30 Spot	10:45 AM	20.00
6/10/2013	:30 Spot	11:15 PM	20.00
6/22/2013	:30 Spot	07:45 PM	20.00
6/24/2013	:30 Spot	08:15 PM	20.00
	4 Total Items	Total Cost:	80.00

AFFIDAVIT OF PERFORMANCE: I certify that, in accordance with the Official Station Logs, announcements were broadcast as shown on this invoice.

____

Amount Due: 80.00

Example Invoice Type: Times Notarized Affidavit

NBS AM
10431 Gulfdale
San Antonio Texas, 78216

NBS AM Invoice

Invoice ID:	**13060089**
Invoice Date:	**6/30/2013**
Account ID:	**0005**
Order ID:	**0005-001**
Account Rep:	**House Accounts**
Amount Due:	**$80.00**
Amount Paid:	________

EMERGENCY BROADCAST SYSTEM TEST
ANYWHERE, TX 78000

Sponsor: Emergency Broadcast System Test
Emergency Broadcast System Test

Page 1

Date	Description	Times		Cost
6/9/2013	:30 Spot	10:45 AM		20.00
6/10/2013	:30 Spot	11:15 PM		20.00
6/22/2013	:30 Spot	07:45 PM		20.00
6/24/2013	:30 Spot	08:15 PM		20.00
	4 Total Items		**Total Cost:**	**80.00**

AFFIDAVIT OF PERFORMANCE: I certify that, in accordance with the Official Station Logs, announcements were broadcast as shown on this invoice.

Amount Due: 80.00

____

STATE OF
COUNTY OF
Subscribed and sworn before me this _____ day of _______

____________________, NOTARY PUBLIC

Example Invoice Type: Summary

NBS AM
10431 Gulfdale
San Antonio Texas, 78216

NBS AM Invoice

Invoice ID:	**13060089**
Invoice Date:	**6/30/2013**
Account ID:	**0005**
Order ID:	**0005-001**
Account Rep:	**House Accounts**
Amount Due:	**$80.00**
Amount Paid:	__________

EMERGENCY BROADCAST SYSTEM TEST
ANYWHERE, TX 78000

Sponsor: Emergency Broadcast System Test
Emergency Broadcast System Test

Page 1

Dates	Qty	Description	Rate	Cost
6/9/2013 - 6/24/2013	4	:30 Spot	20.00	80.00
		4 Total Items	**Total Cost:**	**80.00**

Amount Due: **80.00**

Example Invoice Type: Summary Affidavit

NBS AM
10431 Gulfdale
San Antonio Texas, 78216

NBS AM Invoice

Invoice ID:	**13060089**
Invoice Date:	**6/30/2013**
Account ID:	**0005**
Order ID:	**0005-001**
Account Rep:	**House Accounts**
Amount Due:	**$80.00**
Amount Paid:	________

EMERGENCY BROADCAST SYSTEM TEST
ANYWHERE, TX 78000

Sponsor: Emergency Broadcast System Test
Emergency Broadcast System Test

Page 1

Dates	Qty	Description	Rate	Cost
6/9/2013 - 6/24/2013	4	:30 Spot	20.00	80.00
		4 Total Items	**Total Cost:**	**80.00**

AFFIDAVIT OF PERFORMANCE: I certify that, in accordance with the Official Station Logs, announcements were broadcast as shown on this invoice.

____

Amount Due: 80.00

Example Invoice Type: Summary Notarized Affidavit

NBS AM
10431 Gulfdale
San Antonio Texas, 78216

NBS AM Invoice

Invoice ID:	**13060089**
Invoice Date:	**6/30/2013**
Account ID:	**0005**
Order ID:	**0005-001**
Account Rep:	**House Accounts**
Amount Due:	**$80.00**
Amount Paid:	__________

EMERGENCY BROADCAST SYSTEM TEST
ANYWHERE, TX 78000

Sponsor: Emergency Broadcast System Test
Emergency Broadcast System Test

Page 1

Dates	Qty	Description	Rate	Cost
6/9/2013 - 6/24/2013	4	:30 Spot	20.00	80.00
		4 Total Items	**Total Cost:**	**80.00**

AFFIDAVIT OF PERFORMANCE: I certify that, in accordance with the Official Station Logs, announcements were broadcast as shown on this invoice.

Amount Due: 80.00

____

STATE OF
COUNTY OF
Subscribed and sworn before me this _____ day of ______

____________________, NOTARY PUBLIC

Example Invoice Type: Co-Op Notarized Affidavit

co-op vendor Print Co-Op Script Affidavit during order entry.

NBS AM
10431 Gulfdale
San Antonio Texas, 78216
210-349-5808

NBS AM Invoice

Invoice ID: 14100001
Invoice Date: 10/26/2014
Account ID: 0021
Order ID: 0021-001
Account Rep: Albert Doorknob

Amount Due: $400.00

Amount Paid: ___________

ANOTHER DEBUT
1421 E. COURT ST
ANYWHERE, TX 78000

Sponsor: Another Debut
Another Debut

Page 1

Date	Time	Length	Description	CopyID / ISCI Code	Cost
9/29/2014	07:15 AM	:30	Spot	5555	20.00
9/30/2014	06:45 PM	:30	Spot	5556	20.00
10/1/2014	09:15 PM	:30	Spot	5556	20.00
10/2/2014	07:45 AM	:30	Spot	5555	20.00
10/3/2014	12:45 PM	:30	Spot	5556	20.00
10/6/2014	10:45 AM	:30	Spot	5555	20.00
10/7/2014	02:15 PM	:30	Spot	5556	20.00
10/8/2014	06:45 PM	:30	Spot	5556	20.00
10/9/2014	12:45 PM	:30	Spot	5555	20.00
10/10/2014	04:15 PM	:30	Spot	5556	20.00
10/13/2014	09:45 AM	:30	Spot	5555	20.00
10/14/2014	11:45 PM	:30	Spot	5556	20.00
10/15/2014	01:45 PM	:30	Spot	5555	20.00
10/16/2014	08:45 PM	:30	Spot	5556	20.00
10/17/2014	11:15 AM	:30	Spot	5555	20.00
10/20/2014	11:45 AM	:30	Spot	5555	20.00
10/21/2014	11:15 AM	:30	Spot	5556	20.00
10/22/2014	11:45 AM	:30	Spot	5555	20.00
10/23/2014	11:45 AM	:30	Spot	5556	20.00
10/24/2014	10:15 PM	:30	Spot	5556	20.00
			20 Total Items	Total Cost:	$400.00

AFFIDAVIT OF PERFORMANCE: I certify that, in accordance with the Official Station Logs, announcements were broadcast as shown on this invoice.

Amount Due: $400.00

____

STATE OF
COUNTY OF
Subscribed and sworn before me this _____ day of _______

____________________, NOTARY PUBLIC

Sub Invoice A for 1st Co-Op Vendor

NBS AM
10431 Gulfdale
San Antonio Texas, 78216
210-349-5808

NBS AM Invoice for Co-Op

Invoice ID: 14100001.A
Invoice Date: 10/26/2014
Account ID: 0021
Order ID: 0021-001
Account Rep: Albert Doorknob

Amount Due: $180.00

Amount Paid: __________

ANOTHER DEBUT
1421 E. COURT ST
ANYWHERE, TX 78000

Sponsor: Another Debut
Co-Op Invoice for: Alpha /Another Debut

Page 1

Date	Time	Length	Description	Copy ID	Cost
9/29/2014	07:15 AM	:30	Spot	5555	20.00
10/2/2014	07:45 AM	:30	Spot	5555	20.00
10/6/2014	10:45 AM	:30	Spot	5555	20.00
10/9/2014	12:45 PM	:30	Spot	5555	20.00
10/13/2014	09:45 AM	:30	Spot	5555	20.00
10/15/2014	01:45 PM	:30	Spot	5555	20.00
10/17/2014	11:15 AM	:30	Spot	5555	20.00
10/20/2014	11:45 AM	:30	Spot	5555	20.00
10/22/2014	11:45 AM	:30	Spot	5555	20.00
		9 Total Items		Total Cost:	$180.00

AFFIDAVIT OF PERFORMANCE: I certify that, in accordance with the Official Station Logs, announcements were broadcast as shown on this invoice.

Amount Due: $180.00

____

STATE OF
COUNTY OF
Subscribed and sworn before me this _____ day of _______

____________________, NOTARY PUBLIC

Co-Op Script Affidavit for sub Invoice A for 1st Co-Op Vendor

STATION DOCUMENTATION APPROVED BY
THE ASSOCIATION OF NATIONAL ADVERTISERS
Form at bottom of script indicates how many times script ran, at what cost

---

Station call letters: NBS AM
Client: Another Debut **for: Alpha**
Begin: 9/29/2014 End: 10/22/2014 **Date: 10/26/2014**

Another Debut is your one-stop shop for all your movie entertainment needs!

This announcement was broadcast a total of 9 times at the dates and times coded 5555 on our attached invoice number 14100001 dated 10/26/2014, as entered in the station's program log. This announcement was billed to this client at a total cost of $180.00

______________________________ ______________________________ for NBS AM
Printed Name and Title (Signature of Station Official)

STATE OF
COUNTY OF
Subscribed and sworn before me this _____ day of _______

____________________, NOTARY PUBLIC

Sub Invoice B for 2nd Co-Op Vendor

NBS AM
10431 Gulfdale
San Antonio Texas, 78216
210-349-5808

NBS AM Invoice for Co-Op

Invoice ID:	14100001.B
Invoice Date:	10/26/2014
Account ID:	0021
Order ID:	0021-001
Account Rep:	Albert Doorknob
Amount Due:	$220.00
Amount Paid:	________

ANOTHER DEBUT
1421 E. COURT ST
ANYWHERE, TX 78000

Sponsor: Another Debut
Co-Op Invoice for: Beta /Another Debut

Page 1

Date	Time	Length	Description	Copy ID	Cost
9/30/2014	06:45 PM	:30	Spot	5556	20.00
10/1/2014	09:15 PM	:30	Spot	5556	20.00
10/3/2014	12:45 PM	:30	Spot	5556	20.00
10/7/2014	02:15 PM	:30	Spot	5556	20.00
10/8/2014	06:45 PM	:30	Spot	5556	20.00
10/10/2014	04:15 PM	:30	Spot	5556	20.00
10/14/2014	11:45 PM	:30	Spot	5556	20.00
10/16/2014	08:45 PM	:30	Spot	5556	20.00
10/21/2014	11:15 AM	:30	Spot	5556	20.00
10/23/2014	11:45 AM	:30	Spot	5556	20.00
10/24/2014	10:15 PM	:30	Spot	5556	20.00
			11 Total Items	Total Cost:	$220.00

AFFIDAVIT OF PERFORMANCE: I certify that, in accordance with the Official Station Logs, announcements were broadcast as shown on this invoice.

Amount Due: $220.00

____

STATE OF
COUNTY OF
Subscribed and sworn before me this _____ day of _______

____________________, NOTARY PUBLIC

Co-Op Script Affidavit for sub Invoice B for 2nd Co-Op Vendor

STATION DOCUMENTATION APPROVED BY
THE ASSOCIATION OF NATIONAL ADVERTISERS
Form at bottom of script indicates how many times script ran, at what cost

Station call letters: NBS AM

Client: **Another Debut** for: **Beta**

Begin: 9/30/2014 End: 10/24/2014 Date: **10/26/2014**

Another Debut offers online ordering and a convenient drive-thru! Stop by on your way home from work!

This announcement was broadcast a total of 11 times at the dates and times coded 5556 on our attached invoice number 14100001 dated 10/26/2014, as entered in the station's program log. This announcement was billed to this client at a total cost of $220.00

_________________________________ _________________________________ for NBS AM
Printed Name and Title (Signature of Station Official)

STATE OF
COUNTY OF
Subscribed and sworn before me this _____ day of _______

______________________, NOTARY PUBLIC

Example Invoice Type: Prebilling Invoice

NBS

Training Radio
10431 Gulfdale
San Antonio, Texas 78216
210-349-5808

Training Invoice

Invoice ID: 14020003-PC
Invoice Date: 2/1/2014
Account ID: 0012
Order ID: 0012-026
Account Rep: Kyle Keith

Amount Due: $680.00

Amount Paid: ___________

BEACH WAVE HAIL SALON
123 N. MAIN ST.
PLEASANTON, TX 78064

Sponsor: Beach Wave Hair Salon / Beach Wave Hair Salo / Prebill for the period 2/1/2014 - 2/28/2014
Beach Wave Hair Salon

Page 1

Dates	Qty	Description	Rate	Cost
2/1/2014 - 2/28/2014	20	:30 Bonus	0.00	0.00
2/1/2014 - 2/28/2014	16	:30 Sponsorship	15.00	240.00
2/1/2014 - 2/28/2014	20	:30 Sponsorship	22.00	440.00
		56 Total Items	**Total Cost:**	**$680.00**

Amount Due: $680.00

Example Invoice Type: Prebilling As-Run Invoice

Training Radio
10431 Gulfdale
San Antonio, Texas 78216
210-349-5808

Training Invoice

Invoice ID:	14020003-As Run
Invoice Date:	2/1/2014
Account ID:	0012
Order ID:	0012-026
Account Rep:	Kyle Keith
Amount Due:	$680.00
Amount Paid:	___________

BEACH WAVE HAIL SALON
123 N. MAIN ST.
PLEASANTON, TX 78064

Sponsor: Beach Wave Hair Salon / Beach Wave Hair Salo
Beach Wave Hair Salon

Page 1

Date	Description	Times		Qty	Rate	Cost
2/1/2014	:30 Sponsorship	07:47 AM	11:47 AM	2	15.00	30.00
2/2/2014	:30 Sponsorship	07:47 AM	02:47 PM	2	15.00	30.00
2/3/2014	:30 Bonus	02:31 AM		1	0.00	0.00
2/3/2014	:30 Sponsorship	01:47 PM		1	22.00	22.00
2/4/2014	:30 Bonus	04:03 AM		1	0.00	0.00
2/4/2014	:30 Sponsorship	08:47 AM		1	22.00	22.00
2/5/2014	:30 Bonus	04:31 AM		1	0.00	0.00
2/5/2014	:30 Sponsorship	09:47 AM		1	22.00	22.00
2/6/2014	:30 Bonus	09:47 PM		1	0.00	0.00
2/6/2014	:30 Sponsorship	03:47 PM		1	22.00	22.00
2/7/2014	:30 Bonus	09:31 PM		1	0.00	0.00
2/7/2014	:30 Sponsorship	02:47 PM		1	22.00	22.00
2/8/2014	:30 Sponsorship	07:47 AM	02:47 PM	2	15.00	30.00
2/9/2014	:30 Sponsorship	09:47 AM	05:47 PM	2	15.00	30.00
2/10/2014	:30 Bonus	09:47 PM		1	0.00	0.00
2/10/2014	:30 Sponsorship	09:47 AM		1	22.00	22.00
2/11/2014	:30 Bonus	09:31 PM		1	0.00	0.00
2/11/2014	:30 Sponsorship	05:47 PM		1	22.00	22.00
2/12/2014	:30 Bonus	11:03 PM		1	0.00	0.00
2/12/2014	:30 Sponsorship	11:47 AM		1	22.00	22.00
2/13/2014	:30 Bonus	09:47 PM		1	0.00	0.00
2/13/2014	:30 Sponsorship	09:47 AM		1	22.00	22.00
2/14/2014	:30 Bonus	09:31 PM		1	0.00	0.00
2/14/2014	:30 Sponsorship	09:47 AM		1	22.00	22.00
2/15/2014	:30 Sponsorship	08:47 AM	05:47 PM	2	15.00	30.00
2/16/2014	:30 Sponsorship	09:47 AM	01:47 PM	2	15.00	30.00
2/17/2014	:30 Bonus	09:47 PM		1	0.00	0.00
2/17/2014	:30 Sponsorship	07:47 AM		1	22.00	22.00
2/18/2014	:30 Bonus	10:03 PM		1	0.00	0.00
2/18/2014	:30 Sponsorship	05:47 PM		1	22.00	22.00
2/19/2014	:30 Bonus	09:47 PM		1	0.00	0.00
2/19/2014	:30 Sponsorship	08:47 AM		1	22.00	22.00
2/20/2014	:30 Bonus	09:47 PM		1	0.00	0.00
2/20/2014	:30 Sponsorship	03:47 PM		1	22.00	22.00
2/21/2014	:30 Bonus	09:31 PM		1	0.00	0.00
2/21/2014	:30 Sponsorship	12:47 PM		1	22.00	22.00
2/22/2014	:30 Sponsorship	06:47 AM	02:47 PM	2	15.00	30.00
2/23/2014	:30 Sponsorship	08:47 AM	04:47 PM	2	15.00	30.00
2/24/2014	:30 Bonus	09:47 PM		1	0.00	0.00
2/24/2014	:30 Sponsorship	10:47 AM		1	22.00	22.00
2/25/2014	:30 Bonus	09:03 PM		1	0.00	0.00
2/25/2014	:30 Sponsorship	05:47 PM		1	22.00	22.00
2/26/2014	:30 Bonus	09:47 PM		1	0.00	0.00
2/26/2014	:30 Sponsorship	06:47 AM		1	22.00	22.00
2/27/2014	:30 Bonus	09:47 PM		1	0.00	0.00
2/27/2014	:30 Sponsorship	07:47 AM		1	22.00	22.00
2/28/2014	:30 Bonus	01:03 AM		1	0.00	0.00
2/28/2014	:30 Sponsorship	09:47 AM		1	22.00	22.00
	56 Total Items			Total Cost:		$680.00

Amount Due: $680.00

Example Invoice Type: Non-Broadcast Invoice

Training Radio
10431 Gulfdale
San Antonio, Texas 78216
210-349-5808

Training Invoice

Invoice ID: 14020004
Invoice Date: 2/28/2014
Account ID: 0012
Order ID: 0012-027
Account Rep: Kyle Keith

Amount Due: $328.50

Amount Paid: ___________

BEACH WAVE HAIL SALON
123 N. MAIN ST.
PLEASANTON, TX 78064

Sponsor: Beach Wave Hair Salon / Non-Broadcast Charge
Balance as of 2/28/2014

Page 1

Date	Description		Cost
2/28/2014	Balance Forward as of February 28, 2014		328.50
1	Total Items	Total Cost:	$328.50

Amount Due: $328.50

Accounts Receivable

To access the Accounts Receivable section of Natural Log, from the main menu click **[Accounts-Receivable]**. You can then access the following sections.

Customer Accounts Browser

This browser allows you to view a list of customers and their Accounts Receivable balance. You can configure this browser display to suit your needs.

Transaction Browser

This browser allows you to view a list of all Accounts Receivable transactions entered in NL in a specified month. You can configure this browser display to suit your needs.

Payments/Adjustments

This section of NL allows you to enter payments received from your customers and post any needed adjusting entries. See receiving payments and entering Accounts Receivable adjustments.

Correcting Payment and Adjustment Errors

Until the End-of-Month closing is done on an accounting period, users may freely delete transactions and reenter them. This is the best way to correct errors. After the End-of-Month closing is done, adjusting entries must be made to correct errors. See correcting payment and adjustment errors.

Finance Charges

This section of NL posts finance charges according to rules you set up in Finance Charge Setup. See assessing finance charges.

Statement Generator

This section of NL allows you to generate account statements for any selected customer(s).

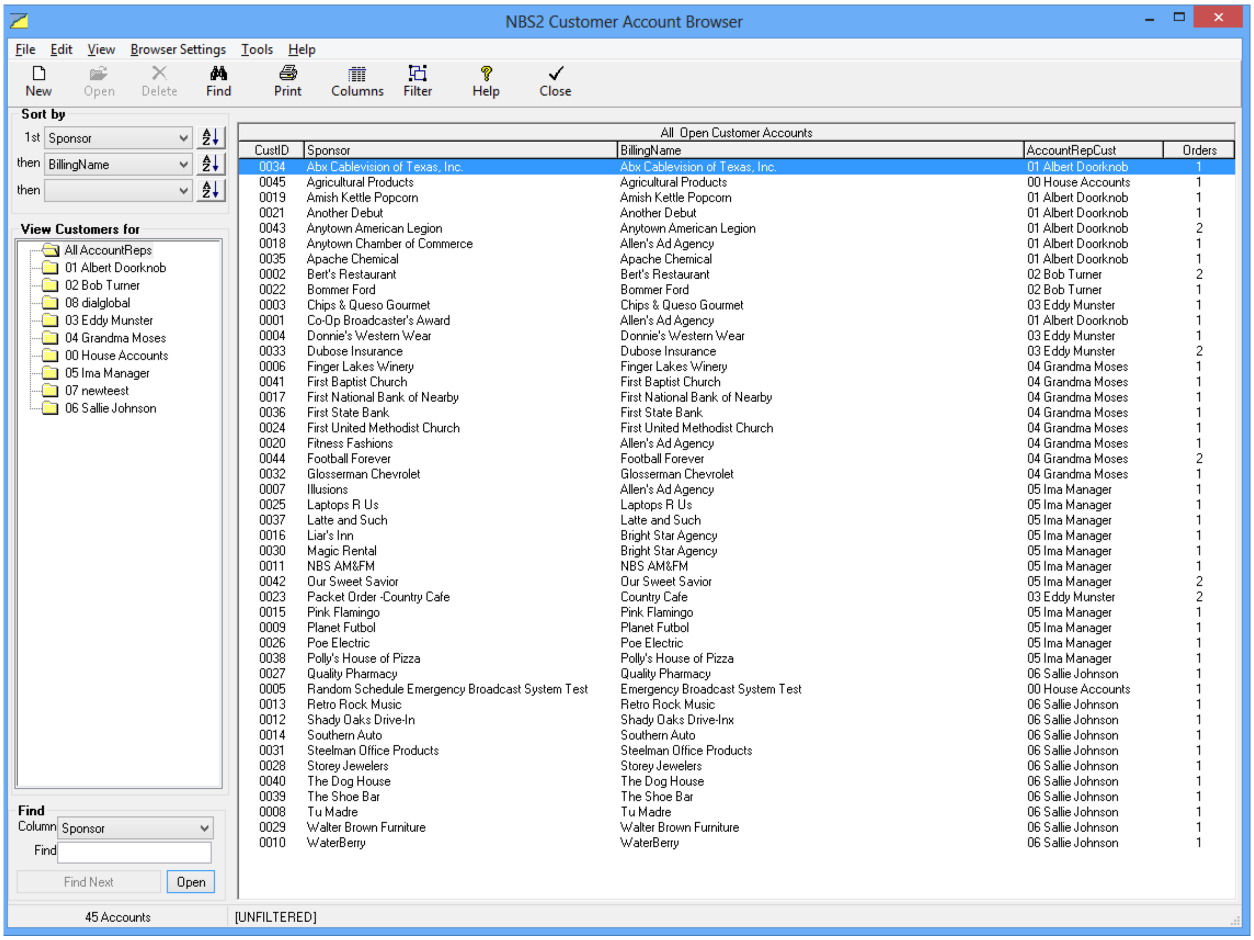
End-of-Month Closing

This closes an Accounts Receivable month in NL. After a month is closed, NL prohibits entering any Accounts Receivable transactions dated before the last closing date. This serves to protect any month-closing Accounts Receivable reconciliation for that month you have submitted to your accountant from being changed after you submit the reconciliation. See Accounts Receivable End-of-Month Closing.

- You can still post payments to invoices issued before that closing date, the payment transaction itself must have a date after the closing date.
- You can still post adjustments to invoices issued before that closing date, the adjusting transaction itself must have a date after the closing date.
- You can still reissue corrected invoices for invoices issued before that closing date, the corrected / reissued invoice will be dated after the closing date.

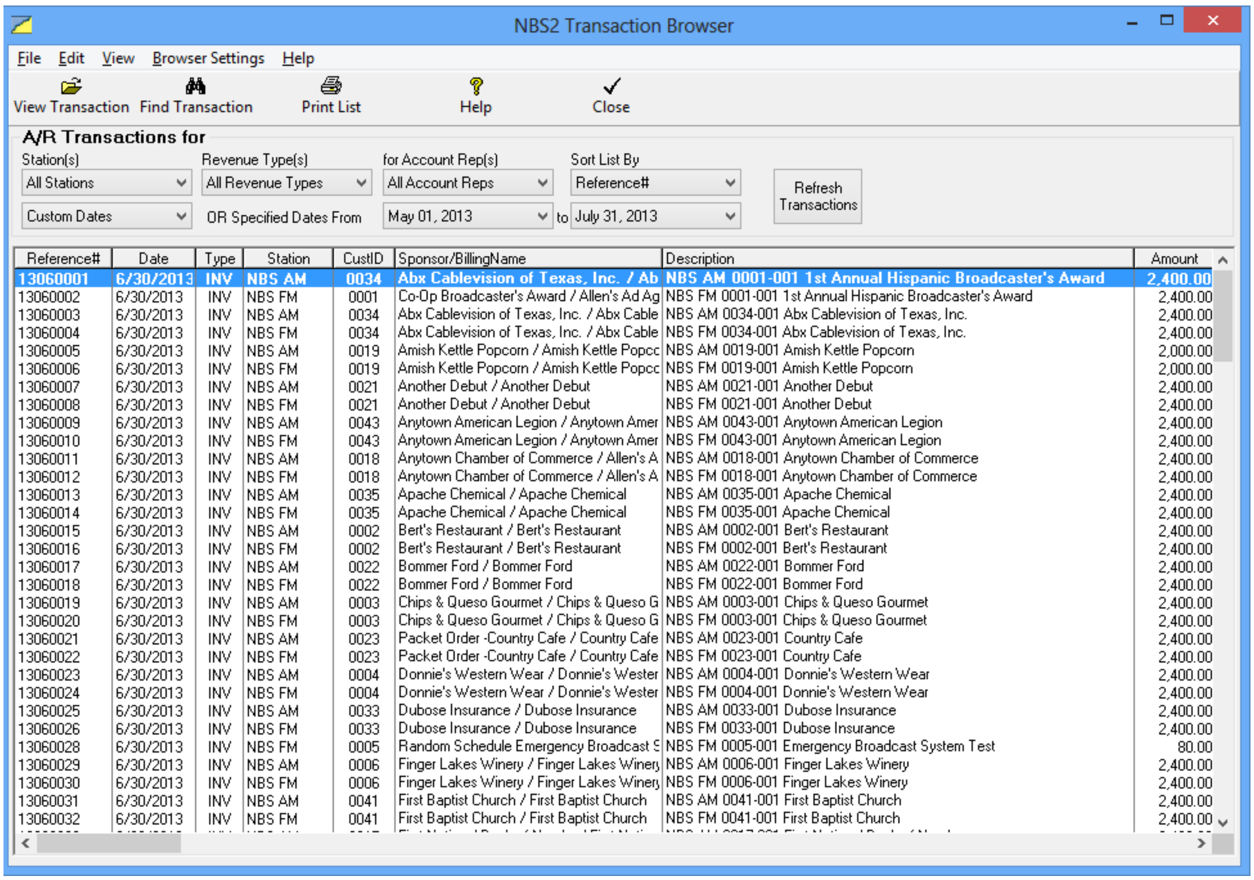
Customer Account Browser

To access the Accounts Receivable section of Natural Log, from the main menu click **[Accounts-Receivable]**. This browser allows you to view a list of customers and their Accounts Receivable balance. You can configure this browser display to suit your needs.



Transaction Browser

From the main NL menu, click **[Accounts-Receivable][Transaction Browser]**. This browser allows you to view an on-screen filtered or unfiltered list of all Accounts Receivable transactions entered in NL in a specified month. You can open any transaction directly from this browser by **[double-clicking]** the transaction.



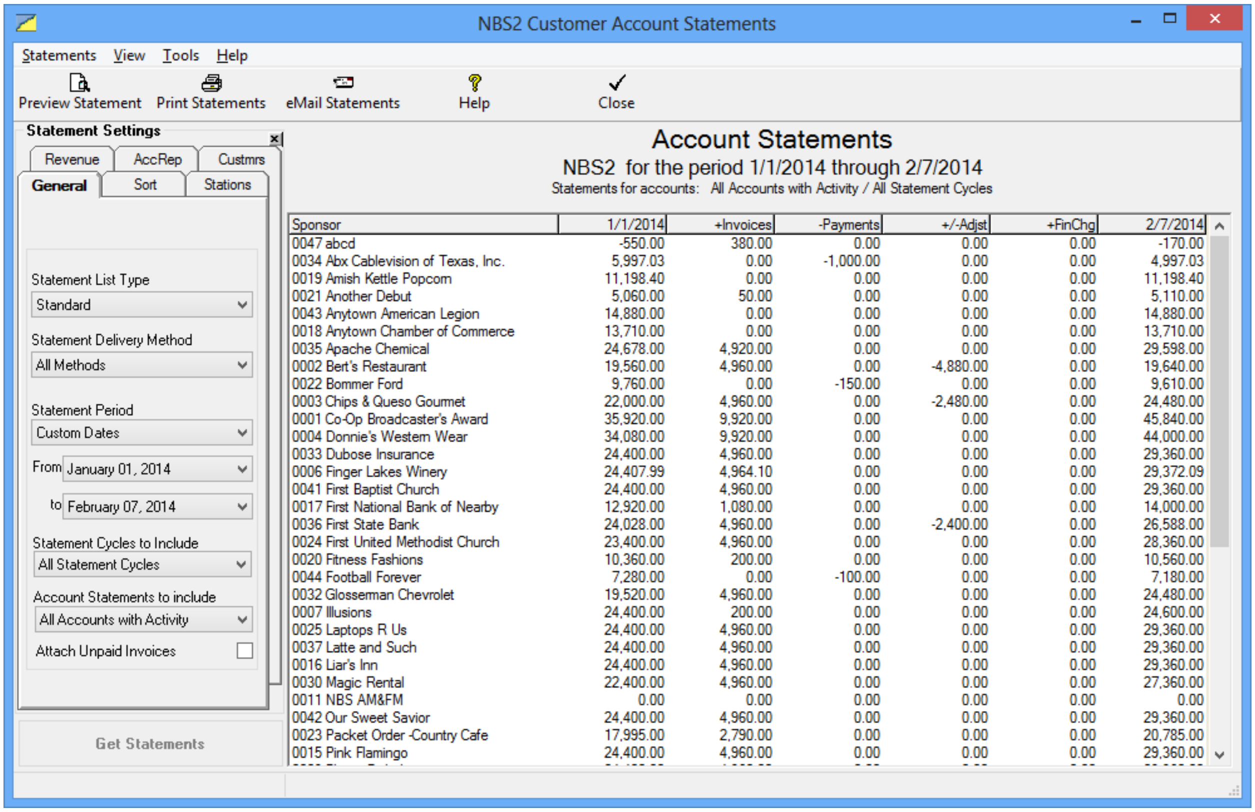
CheckNumber LookUp

The Transaction Browser allows you to view an on-screen list of all transactions involving a particular check number. This helps you find a check number that may have been posted incorrectly. From the main NL menu, click **[Accounts-Receivable][Transaction Browser]**.

- Click **[Edit] [LookUp Check Number]**. The only transactions included in then list will be those matching the check number you enter.
- Click **[Edit] [LookUp Check Number]** and enter an blank Check Number to again display all transactions.

Account Statement Generator

This section of NL creates and prints account statements for all or selected customers. If you desire you may post finance charges before generating statements. To generate account statements, from the main NL menu, click **[Accounts-Receivable][Statement Generator]**.



After the statement list is generated according to the filter settings you specify (see below), click **[Print Statements]** to begin the statement printout. The statements themselves will be printed as you specified in NL document settings. Also see Electronic Statement Delivery. You can **[double-click]** any account statement to view it on-screen.

Statement List Filtering Tabs

There are several tabs you can use to filter the statement list:

- **Stations** To limit the stations included.
- **Revenue** To limit the revenue-types or revenue-sources included.
- **Acct Rep** To limit the account reps accounts that are included.
- **Custmrs** To limit the customer(s) included.

If more advanced filtering is needed, click **[Statements][Customize Statements][Advanced Filters]** as described in advanced filtering.

General Tab - Statement Delivery Method

- **All Methods** To include all 3 statement delivery options
- **Mail/Paper Statement** To include only statements with Statemend Delivery of Mail/Paper Statement
- **eMail/Adobe Acrobat PDF** To Include only statements with Statement Delivery of eMail/Adobe Acrobat PDf
- **Fax** To include only statements set for Statement Delivery of Fax

General Tab - Statement Period

This sets the start and end dates for the statement activity to be included.

General Tab - Statement Cycles to Include

This will most often be **All Statement Cycles** but you can restrict the list to any group shown below:

- **Broadcast Month** definition
- **Calendar Month**
- **End-of-Schedule**
- **Demand**
- **Weekly**
- **Special1 through Special9**

General Tab - Account Balances to Include

This will most often be **All Accounts with Activity** but you can restrict the list to:

- **No 0 or CreditBal Accounts**
- **No Credit balance Accounts**
- **31+ day Accounts ONLY**
- **61+ day Accounts ONLY**
- **91+ day Accounts ONLY**
- **121+ day Accounts ONLY**

General Tab - Attach Unpaid Invoices

Placing a check mark in this box will tell NL9 to print copies of unpaid invoices along with each statement.

Preview Account Statements

On the statement generator list, you can **[double-click]** any account statement to view it on-screen. Please note that selecting these statement types does not change the internal record keeping of NL. You can always switch between statement types of Open-Item, Open-Item + Activity and Balance-Forward statements for individual customers without any loss of data. The default statement type for each customer is selected on the Customer Data tab in the individual customer account.

- **Open Item –** This reflects only invoices that are unpaid and prepayments that are unapplied at the end of the statement period.
- **Open Item + Activity –** This will include unpaid invoices, unapplied prepayments as well as any activity posted during the statement period which would include payments applied to invoices
- **Balance Forward –** This will reflect the balance forward from the beginning date of the statement period as well as activity during the statement period. It will not list items prior to the statement start date separately.

Example of Open-Item statement:

NBS AM & FM
10431 Gulfdale
San Antonio, Texas 78216

NBS AM & FM Statement of Account

Account ID: 0022
Statement Date: 2/28/2015
Account Rep: Bob Turner

Please Pay This Amount $10,865.00

Amount Paid: __________

BOMMER FORD
106 NORTH AUSTIN
SAN ANTONIO, TX 78230

Sponsor: Bommer Ford

Page 1

Reference	Date	Type	Description	Amount	Balance
14030013	3/20/2014	INV	Invoice: NBS AM 0022-002 Bommer Ford [1-Package]	85.00	85.00
14120003	12/31/2014	INV	Invoice: NBS AM 0022-006 NonBroadcast Charge [1-NonBroadcast Charge]	1,000.00	1,000.00
15010001	1/31/2015	INV	Invoice: NBS AM 0022-004 Broadcast Invoice [1-NonBroadcast Charge]	3,200.00	3,200.00
15020016	2/28/2015	INV	Invoice: NBS AM 0022-003 Bommer Ford [168-:30 Spots]	3,360.00	
15020016.1	2/28/2015	APR	Apply PrePayment: Check 565	-100.00	3,260.00
15020017	2/28/2015	INV	Invoice: NBS FM 0022-003 Bommer Ford [166-:30 Spots]	3,320.00	3,320.00

Statement Total: $10,865.00

Please Pay This Amount $10,865.00

Current	31-60 Days	61-90 Days	91-120 Days	121+ Days	Total Due
$9,780.00	$1,000.00			$85.00	$10,865.00

Example of Open Item + Activity Statement:

NBS AM & FM
10431 Gulfdale
San Antonio, Texas 78216

NBS AM & FM Statement of Account

Account ID: 0022
Statement Date: 2/28/2015
Account Rep: Bob Turner

Please Pay This Amount $10,865.00

Amount Paid: __________

BOMMER FORD
106 NORTH AUSTIN
SAN ANTONIO, TX 78230

Sponsor: Bommer Ford

Page 1

Reference	Date	Type	Description	Amount	Balance
14010008.4	1/30/2014	PRE	PrePayment: Check 565	-100.00	
15020016.1	2/28/2015	APR	Apply PrePayment: to Invoice 15020016	100.00	0.00
14030013	3/20/2014	INV	Invoice: NBS AM 0022-002 Bommer Ford [1-Package]	85.00	85.00
14120003	12/31/2014	INV	Invoice: NBS AM 0022-006 NonBroadcast Charge [1-NonBroadcast Charge]	1,000.00	1,000.00
15010001	1/31/2015	INV	Invoice: NBS AM 0022-004 Broadcast Invoice [1-NonBroadcast Charge]	3,200.00	3,200.00
15010002	1/31/2015	INV	Invoice: NBS FM 0022-005 Broadcast Invoice [1-NonBroadcast Charge]	3,200.00	
15020058	2/16/2015	PMT	-Payment Check 1000 on Inv 15010002 Bommer Ford	-3,200.00	0.00
15020016	2/28/2015	INV	Invoice: NBS AM 0022-003 Bommer Ford [168-:30 Spots]	3,360.00	
15020016.1	2/28/2015	APR	Apply PrePayment: Check 565	-100.00	3,260.00
15020017	2/28/2015	INV	Invoice: NBS FM 0022-003 Bommer Ford [166-:30 Spots]	3,320.00	3,320.00

Statement Total: $10,865.00

Please Pay This Amount $10,865.00

Current	31-60 Days	61-90 Days	91-120 Days	121+ Days	Total Due
$9,780.00	$1,000.00			$85.00	$10,865.00

Example of Balance-Forward Statement:

NBS AM & FM Statement of Account

NBS AM & FM
10431 Gulfdale
SanAntonio, Texas 78216

NBS

Account ID: 0022
Statement Date: 2/28/2015
Account Rep: Bob Turner

Please Pay This Amount $10,865.00

Amount Paid: __________

BOMMER FORD
106 NORTH AUSTIN
SAN ANTONIO, TX 78230

Sponsor: Bommer Ford

Page 1

Reference	Date	Type	Description	Amount	Balance
BalForward	2/1/2015	Bal	Balance Forward as of 1/31/2015	7,385.00	7,385.00
15020058	2/16/2015	PMT	Payment Check 1000 on Inv 15010002 Bommer Ford	-3,200.00	4,185.00
15020016	2/28/2015	INV	Invoice: NBS AM 0022-003 Bommer Ford [168-:30 Spots]	3,360.00	7,545.00
15020017	2/28/2015	INV	Invoice: NBS FM 0022-003 Bommer Ford [166-:30 Spots]	3,320.00	10,865.00

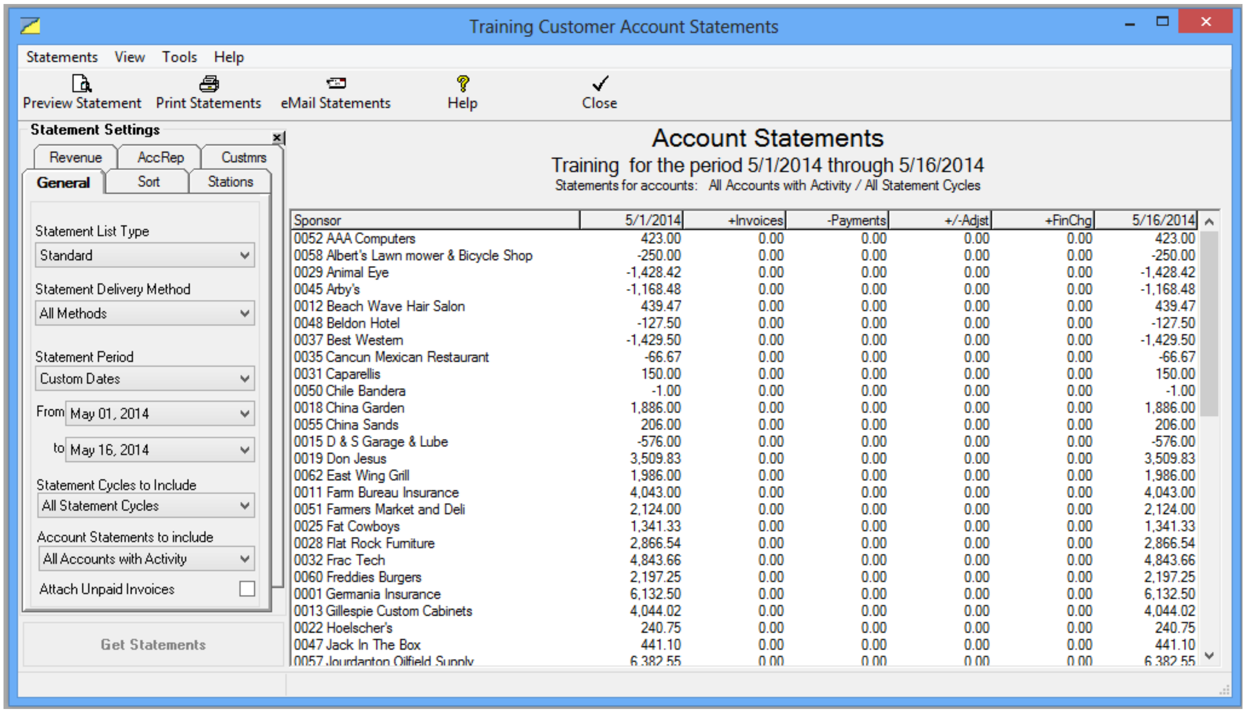
Statement Total: $10,865.00

Please Pay This Amount $10,865.00

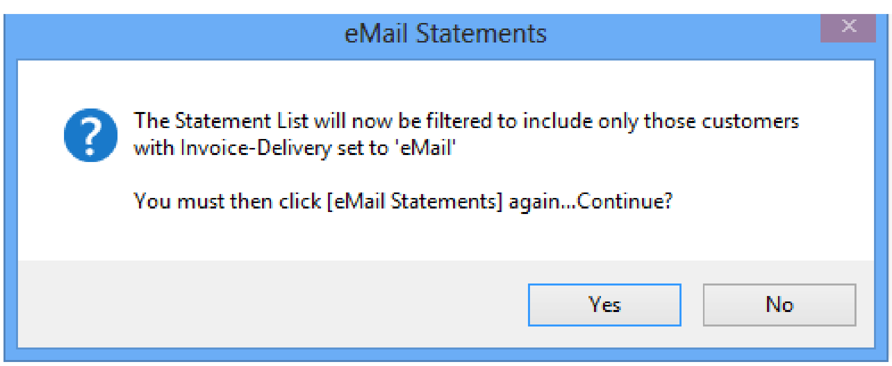
Electronic Delivery of Account Statements

eMail Statements

Most often statements will be printed to paper. However, for those customers who want electronic statements follow this procedure. To generate account statements, from the main NL menu, click **[Accounts-Receivable][Statement Generator]**. See Account Statement Generator for details on generating statements. Click on the eMail Statements button.



The following message will be displayed to let you know that your statement list will be filtered to include only the customers with Statement-Delivery set to 'eMail'. You must also have an email address entered in the Statement-eMail field on the Customer Data Screen. Click 'Yes' and this will limit the list to only those customers whose Statement Delivery method is set to eMail/Adobe Acrobat PDF.



Then instead of printing the statements, click **[eMail Statements]** again. This will send the statements out by batch email. **Note**: The Encoda/SpotData electonic invoice clearinghouse does not accept account statements, only invoices.

- **EMail**

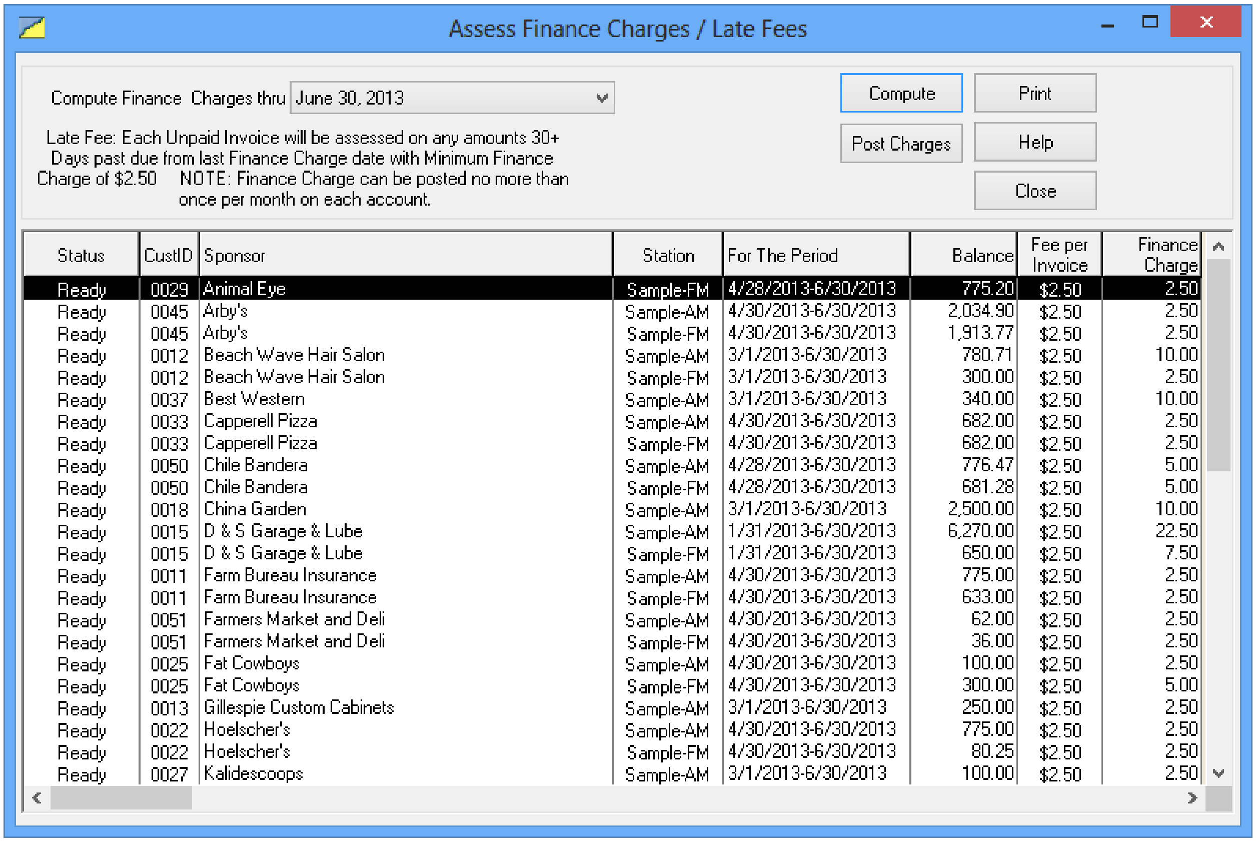
- **Fax**

Fax Statements

Statements must be faxed one at a time and requires a 3rd party Windows fax-capture program. Select the customers who need fax statements under the **[View]** menu. Then individually **[double-click]** each statement to view it. In the statement view screen, click **[Print Statement]** and send it to your fax capture program. If you entered a fax number for the customer, it will be saved to the Windows clipboard and you can just paste it into the telephone number to be faxed to in your fax capture program.

Assessing Finance Charges

From the main NL menu, click **[Accounts-Receivable][Finance Charges]**.



Status	CustID	Sponsor	Station	For The Period	Balance	Fee per Invoice	Finance Charge
Ready	0029	Animal Eye	Sample-FM	4/28/2013-6/30/2013	775.20	$2.50	2.50
Ready	0045	Arby's	Sample-AM	4/30/2013-6/30/2013	2,034.90	$2.50	2.50
Ready	0045	Arby's	Sample-FM	4/30/2013-6/30/2013	1,913.77	$2.50	2.50
Ready	0012	Beach Wave Hair Salon	Sample-AM	3/1/2013-6/30/2013	780.71	$2.50	10.00
Ready	0012	Beach Wave Hair Salon	Sample-FM	3/1/2013-6/30/2013	300.00	$2.50	2.50
Ready	0037	Best Western	Sample-AM	3/1/2013-6/30/2013	340.00	$2.50	10.00
Ready	0033	Capperell Pizza	Sample-AM	4/30/2013-6/30/2013	682.00	$2.50	2.50
Ready	0033	Capperell Pizza	Sample-FM	4/30/2013-6/30/2013	682.00	$2.50	2.50
Ready	0050	Chile Bandera	Sample-AM	4/28/2013-6/30/2013	776.47	$2.50	5.00
Ready	0050	Chile Bandera	Sample-FM	4/28/2013-6/30/2013	681.28	$2.50	5.00
Ready	0018	China Garden	Sample-AM	3/1/2013-6/30/2013	2,500.00	$2.50	10.00
Ready	0015	D & S Garage & Lube	Sample-AM	1/31/2013-6/30/2013	6,270.00	$2.50	22.50
Ready	0015	D & S Garage & Lube	Sample-FM	1/31/2013-6/30/2013	650.00	$2.50	7.50
Ready	0011	Farm Bureau Insurance	Sample-AM	4/30/2013-6/30/2013	775.00	$2.50	2.50
Ready	0011	Farm Bureau Insurance	Sample-FM	4/30/2013-6/30/2013	633.00	$2.50	2.50
Ready	0051	Farmers Market and Deli	Sample-AM	4/30/2013-6/30/2013	62.00	$2.50	2.50
Ready	0051	Farmers Market and Deli	Sample-FM	4/30/2013-6/30/2013	36.00	$2.50	2.50
Ready	0025	Fat Cowboys	Sample-AM	4/30/2013-6/30/2013	100.00	$2.50	2.50
Ready	0025	Fat Cowboys	Sample-FM	4/30/2013-6/30/2013	300.00	$2.50	5.00
Ready	0013	Gillespie Custom Cabinets	Sample-AM	3/1/2013-6/30/2013	250.00	$2.50	2.50
Ready	0022	Hoelscher's	Sample-AM	4/30/2013-6/30/2013	775.00	$2.50	2.50
Ready	0022	Hoelscher's	Sample-FM	4/30/2013-6/30/2013	80.25	$2.50	2.50
Ready	0027	Kalidescoops	Sample-AM	3/1/2013-6/30/2013	100.00	$2.50	2.50

- Select the date through which you want finance charges/ late fees posted.
- Then click the **[Compute]** button to get a list of finance charges to be posted. Note: Finance charges are computed in accordance with the Finance Charge Options you establish in the NL setup section. You can designate if they are listed as Finance Charges or Late Fees on your statements.
- After you review the list and are sure the posting is correct, click the **[Post Charges]** button.

There is no way to "UnDo" this process once you post the finance charges except to open the finance charge items on each customers account and individually delete the charges!

Multi-Station users please note:
Finance charges are separately posted for each station. The total finance charge due on an account is allocated among the stations carrying a past-due balance in their proportion of the total past-due amount.

1. If 1 station has a credit balance and other station(s) have a past-due balance on the account, the credit balance first offsets the past-due balance, the finance charge is assessed on this net past-due balance, and this net finance charge is allocated among stations with past-due balance.

2. If the finance charge applied is the minimum finance charge amount, this minimum finance charge is allocated among the stations that have a past-due balance on the account. In this way the minimum finance charge is applied to each account only once per period.

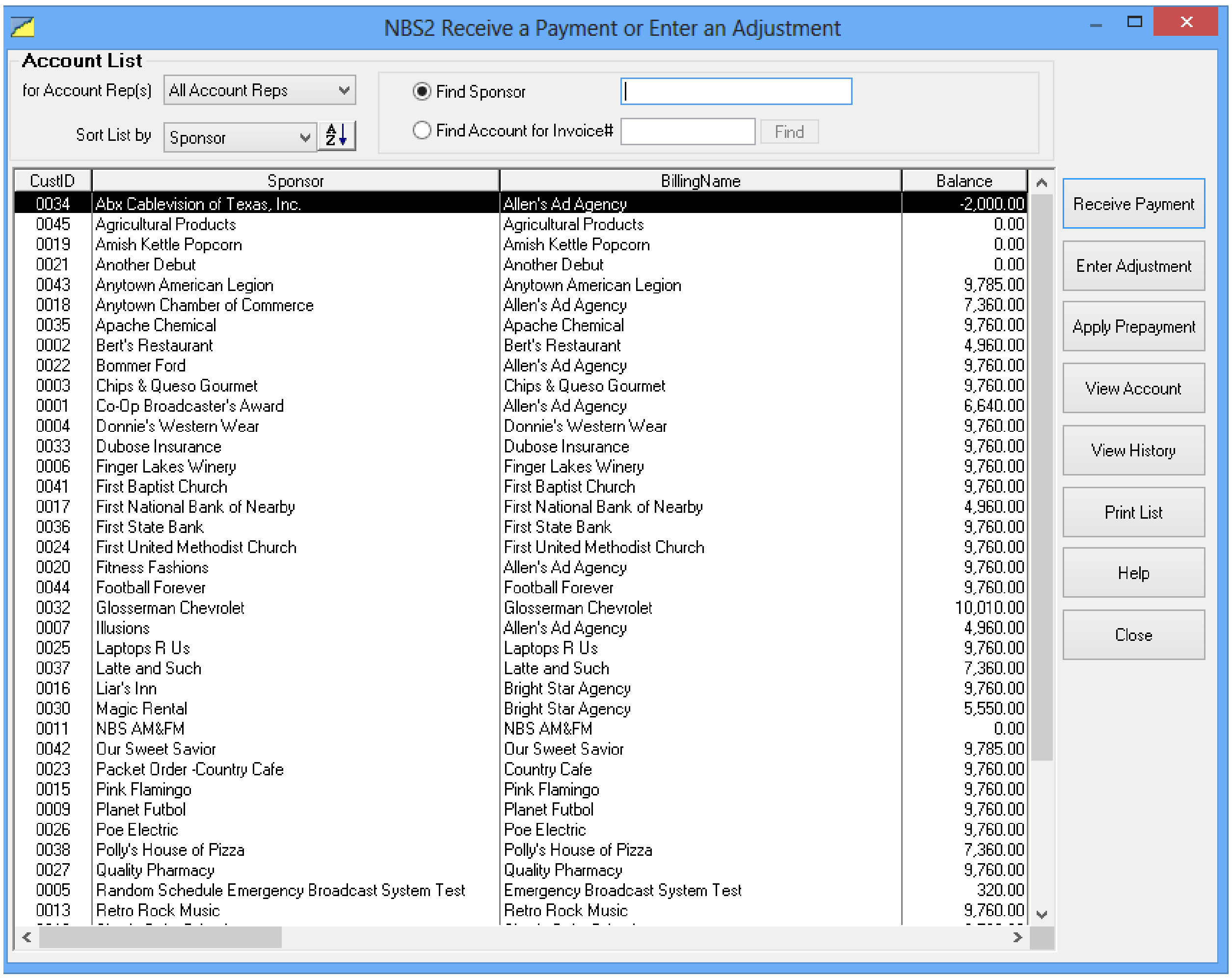
Correcting Finance Charges

To correct finance charges, see entering AR adjusting entries.

Receiving Payments

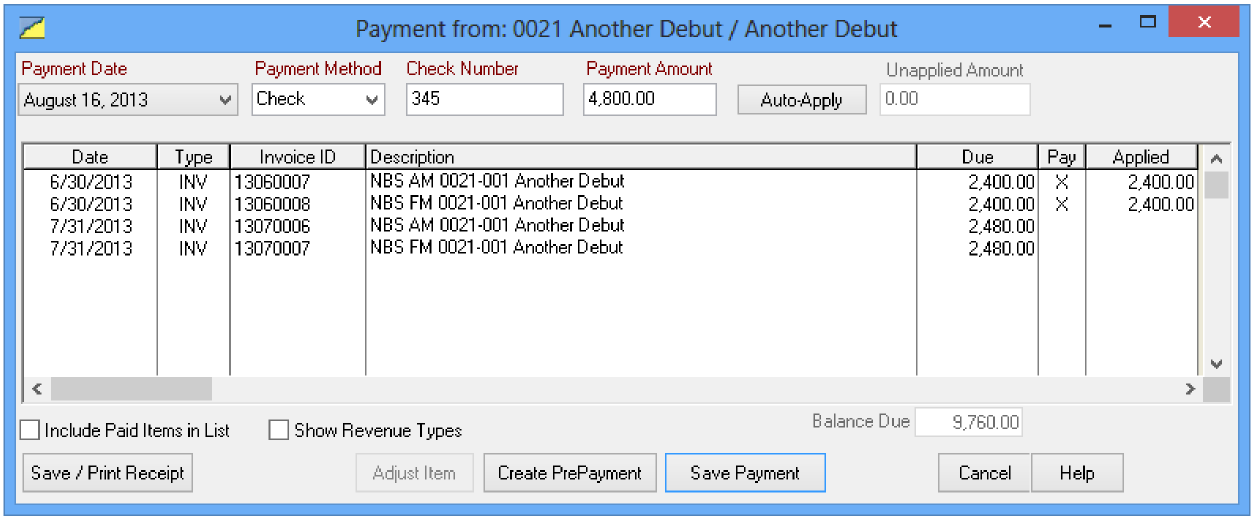
Also see
[Correcting Payment Entry Errors]
[Entering PrePayments]
[Manually apply prepayment credits]
[Entering A/R Adjustments]

To enter a payment in Natural Log, from the main menu click **[Accounts-Receivable] [Payments / Adjustments]**.



- To enter a payment from a customer, highlight the customer from whom the payment is being received and click the **[Receive Payment]** button on the right side of the screen.
- If you receive a payment from an agency that applies to multiple customers, you can enter it on one payment screen by selecting **Sort by AgencyName**, select the agency, then click **[Receive Payment]**.

On the payment entry screen:



- Enter the date you want to show the payment as being posted. This must not be before the last date for which books have been closed.
- Enter the payment method, check, cash, or credit card.
- Enter the check number if applicable.
- Enter the payment amount.

The "UnApplied Amount" box will keep a running total of the amount of the payment you have not yet applied.

Manually Apply the Payment

The entire payment amount must be applied to one or more of the paying customer's open invoices listed in the bottom of the payment screen. You can select which invoices are to be paid by clicking so an **X** appears in the **Pay** column on the row for each invoice. The column will toggle between pay and not pay, so just click again to remove the **X** in the **Pay** column. On any invoice with an **X** in the **Pay** column, you can specify how much to apply in the **Applied** column.

Auto-Apply the Payment

The entire payment amount must be applied to one or more of the paying customer's open invoices listed in the bottom of the payment screen. You can allow NL to automatically apply the payment to the oldest invoices first by clicking the **[Auto-Apply]** button. After clicking [**Auto-Apply]**, you can still manually apply the payment differently as described above so long as you have not saved the payment.

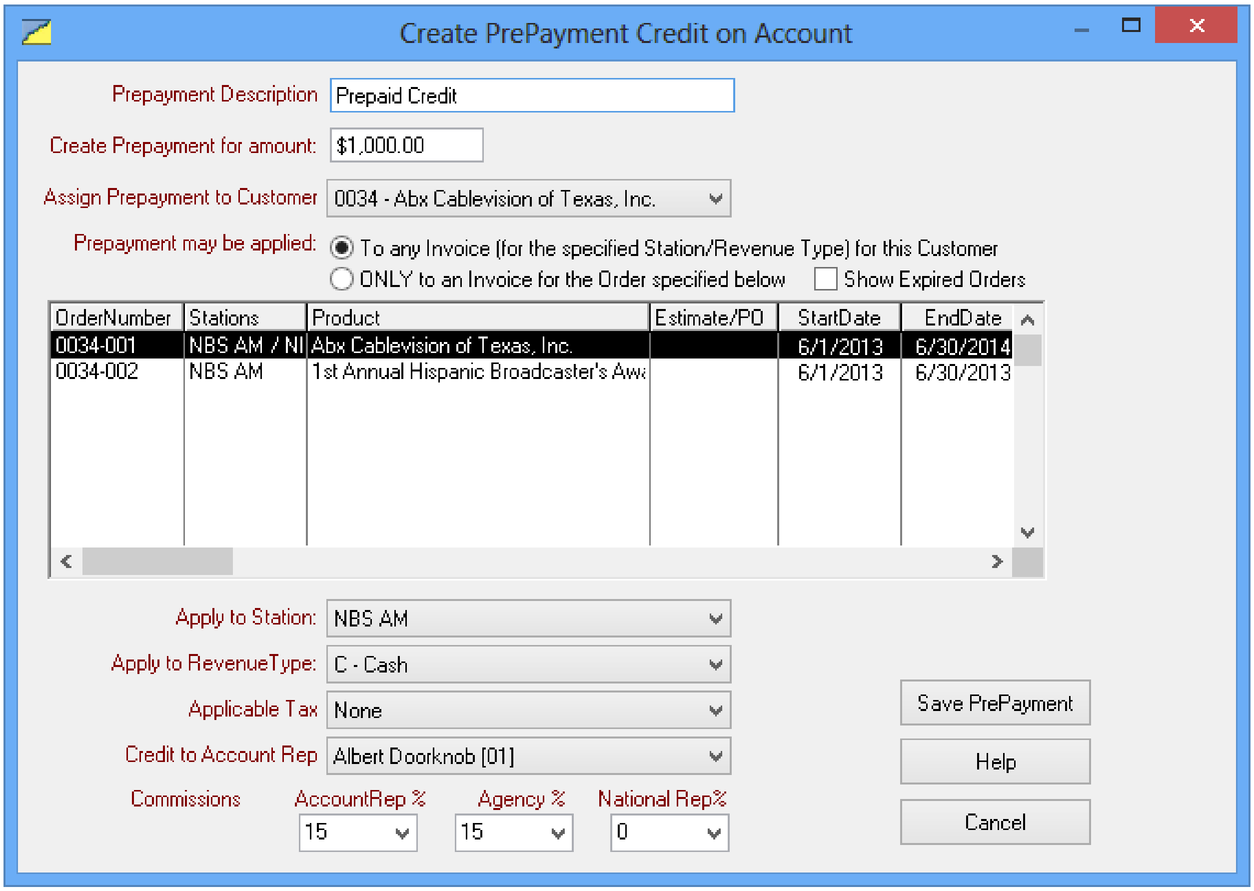
PrePayments

The entire payment amount must be applied to one or more of the paying customer's open invoices listed in the bottom of the payment screen. If the customer overpaid, or pays in advance, there won't be invoice(s) to which you can apply the payment. In this case NL will need to create a prepayment. See entering prepayments.

Receiving Pre-Payments

Also see
[Manually Apply Prepayment Credits]

When entering a payment from a customer, the entire payment amount must be applied to one or more open invoices listed in the bottom of the payment screen. If the customer overpaid, or pays in advance, there won't be invoice(s) to which you can apply the payment. In this case NL will need to create a prepayment.



- Apply as much as needed to existing invoices [if any], leaving the balance as UnApplied.
- Click **[Create Payment]** and NL will open a screen to save the remaining **UnApplied** amount as a prepayment.

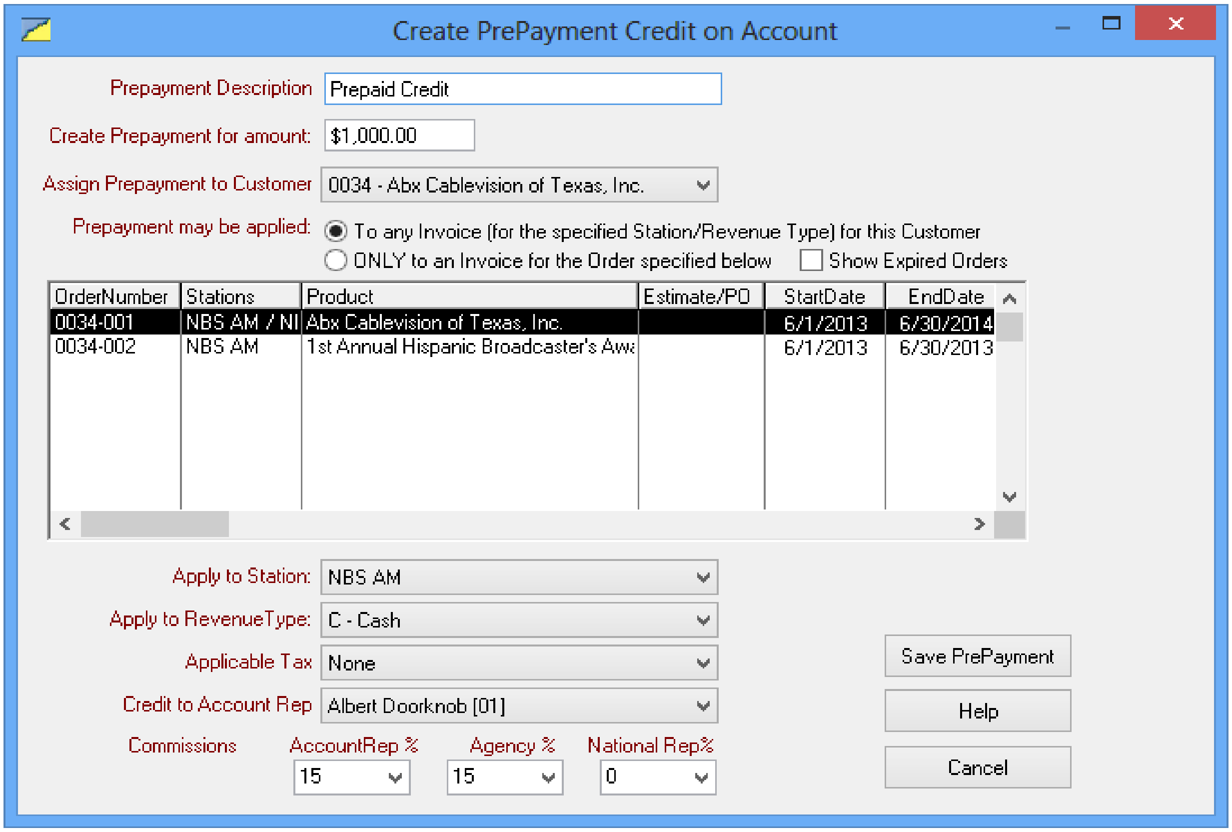
Note: If the prepayment applies to more than 1 order, station, or revenue type, simply create multiple prepayments for the check/payment entry and apply the correct portion of the payment to each prepayment.

Prepayment Description

You can enter any description to be associated with the prepayment. This will be how it is shown on the customer's account statement.

Create Prepayment for Amount

You can create a prepayment for any amount up to the full UnApplied amount on the payment entry screen. You might want to create a prepayment for less than the full amount if it is split between 2 or more stations, revenue types, or broadcast orders. In these cases you'd have multiple prepayments combined to apply the total UnApplied amount.



Prepayment may be applied

If desired, you can reserve the prepayment to only be used for invoices from a particular order. The prepayment usually will **to any invoice for this customer**. You choices are

- **To any invoice for this customer.** NL will automatically assign use this prepayment to pay any invoice for the stations and revenue type specified. Note that this Pre-payment will display as a credit amount on a statement.

- **Only to an invoice for this order specified below.** If you reserve it for a specific order, NL will never apply the prepayment to an invoice created by any other order. If the customer has no current orders, this choice will not be available. Note that this Pre-payment will display as Pending for the order on a statement and will not show as a credit amount.

If you later need to manually apply this prepayment to an invoice for an order to which it was not originally intended you can do so. See applying prepayment credits.

Apply to Station

If you are running more than 1 station on NL, you must specify to which station this prepayment belongs so NL knows how to show it on reports. If you later need to manually apply this prepayment to an invoice for another station you can do so. See manually apply prepayment credits.

Apply to Revenue Type

You must specify which revenue type to assign to this prepayment so NL knows how to show it on reports. If you later need to manually apply this prepayment to an invoice for another revenue type you can do so. See manually apply prepayment credits.

Credit to Account Rep

If you reserve the prepayment for a specific order, [see above], you must specify the Account Rep who will get commission for the prepayment.

Be sure to click **[Save Prepayment]** before closing the prepayment screen.

Accounts Receivable Adjustments

Also see
[Correcting Invoices]
[Correcting Payment / Adjustment Entry Errors]
[Entering PrePayments]
[Manually apply prepayment credits]
[Entering Payments]

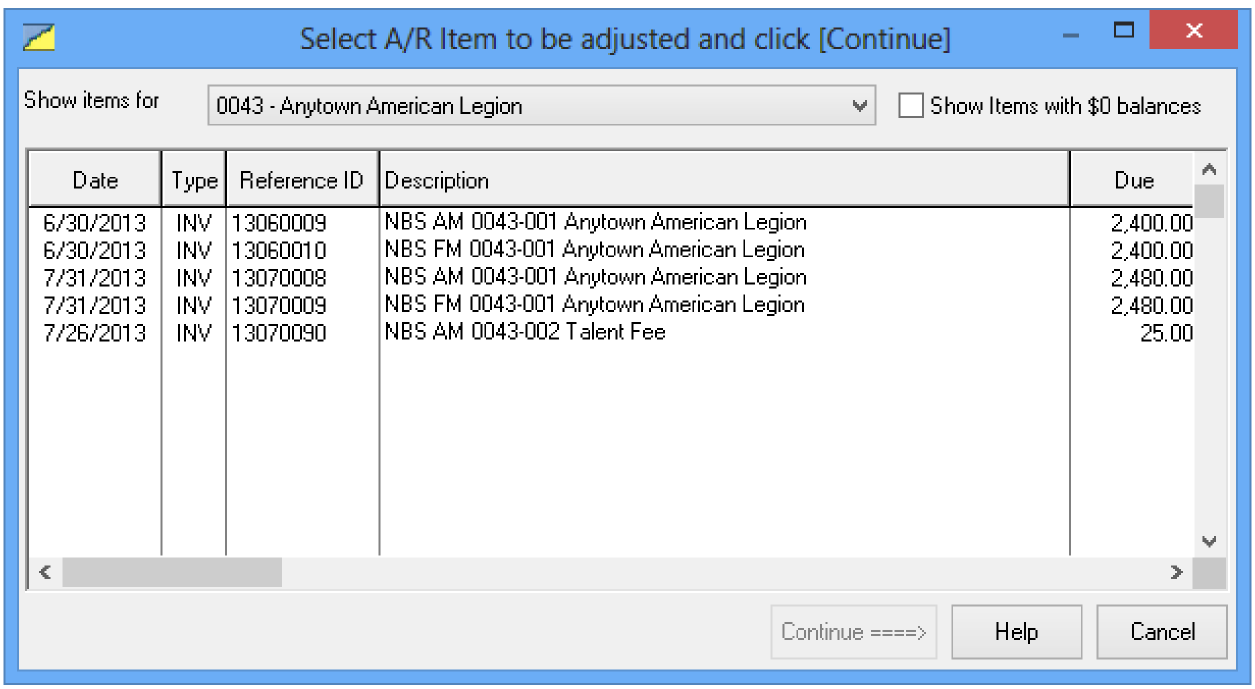
Select the Accounts Receivable Item to be Adjusted

There are 2 ways to select the Accounts-Receivable item to be adjusted Natural Log.

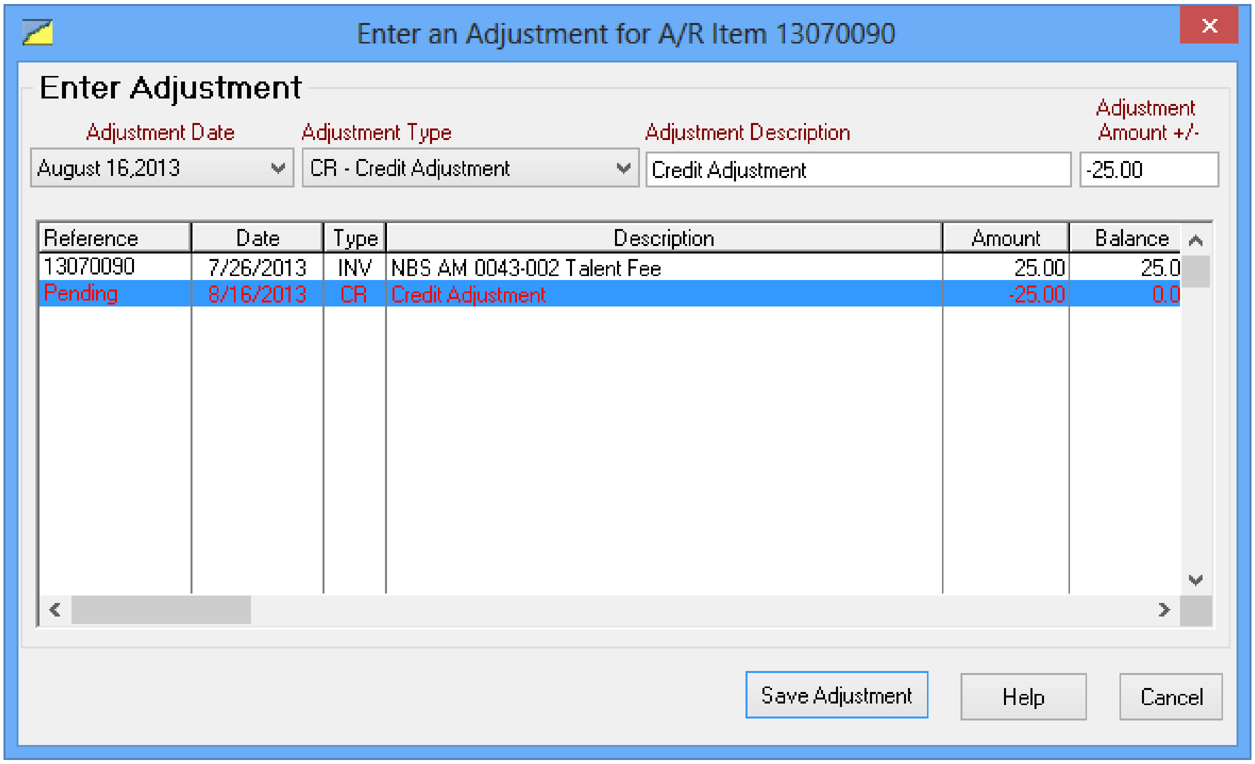
- From the main menu click **[Accounts-Receivable] [Payments / Adjustments]**. Highlight the customer for whom you need to post an adjusting entry and click the **[Enter Adjustment]** button on the right side of the screen. You must select the invoice or prepayment item to be adjusted and click **[Continue]**. If the item you need to adjust is not listed, click the **Show Items with $0 Balances** checkbox to see all items for the selected customer.

or

- Display the individual invoice to be adjusted and click the **[Enter Adjustment]** button. You can display the invoice from Reports, the Transaction Browser, from the individual customer account screen using the Accounts-Receivable tab, or from the Customer Account History.



Adjustment Entry



- Enter the date you want to show the adjustment as being posted. This must not be before the last date for which books have been closed.

- Enter the adjustment type. Valid entries are
  CR Credit Adjustment -
  DR Debit Adjustment +
  TCR Trade Credit Adjustment
  BAD Bad Debt Write-Off
  FIN Finance Charge Adjustment
  TAX Tax Adjustment
  ACM Agency Commission
  UCM UnWired Network Commission
  RCM National Rep Commission

- Enter a description / explanation for the adjustment as it should be shown on the customers account statement.

- Enter the adjustment amount. Negative adjustments (credit) reduce the customer's account balance. Positive adjustments (debit) increase the customer's account balance.

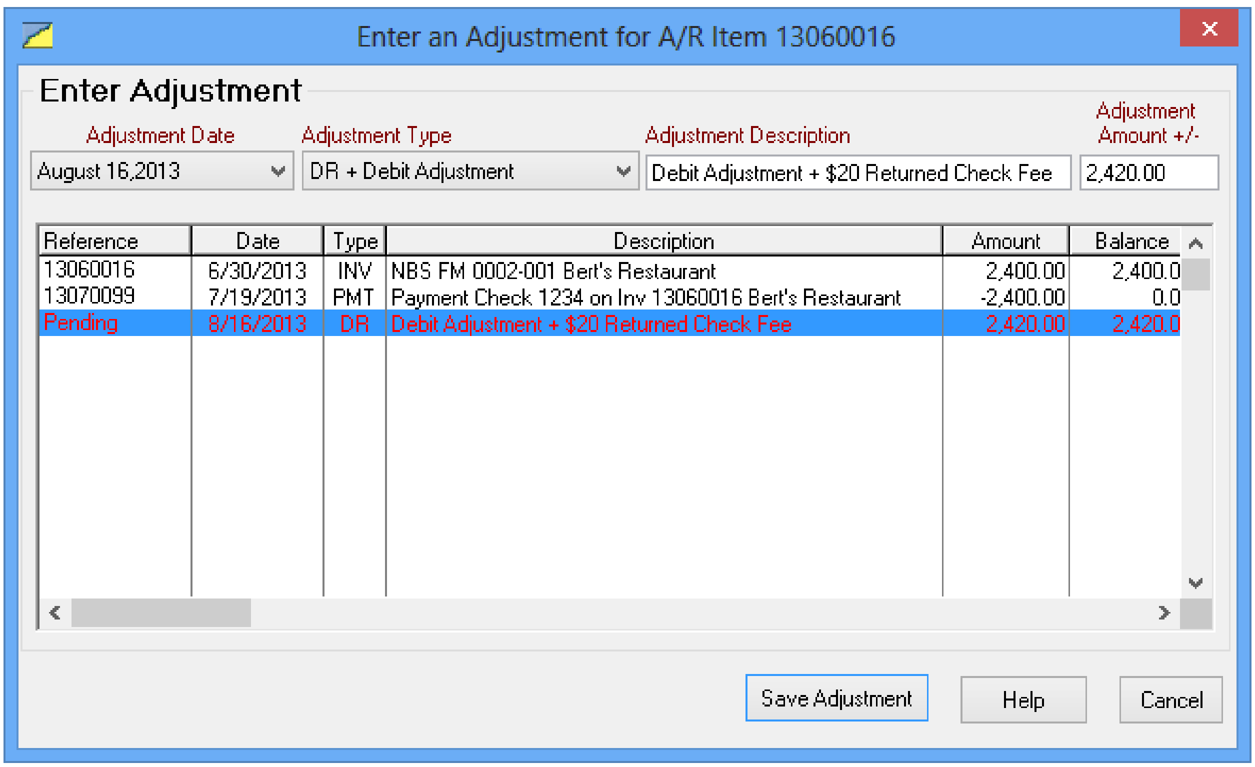
Handling Returned Checks

Occasionally a customer's check may be returned unpaid due to insufficient funds or another problem with the check. When this happens, simply make a DR-debit adjustment as follows to put the amount of the check back on the account. Note that you can include a returned check fee in the adjustment amount if you like.

One of 3 situations is likely true for a returned check:

1. Normal situation: Returned Check was posted as payment on Invoice(s). Do a DR-Debit adjustment for a positive amount to cancel the payment amount posted to each invoice as shown below. If the check was posted to more than one invoice, you will need to adjust each invoice separately.

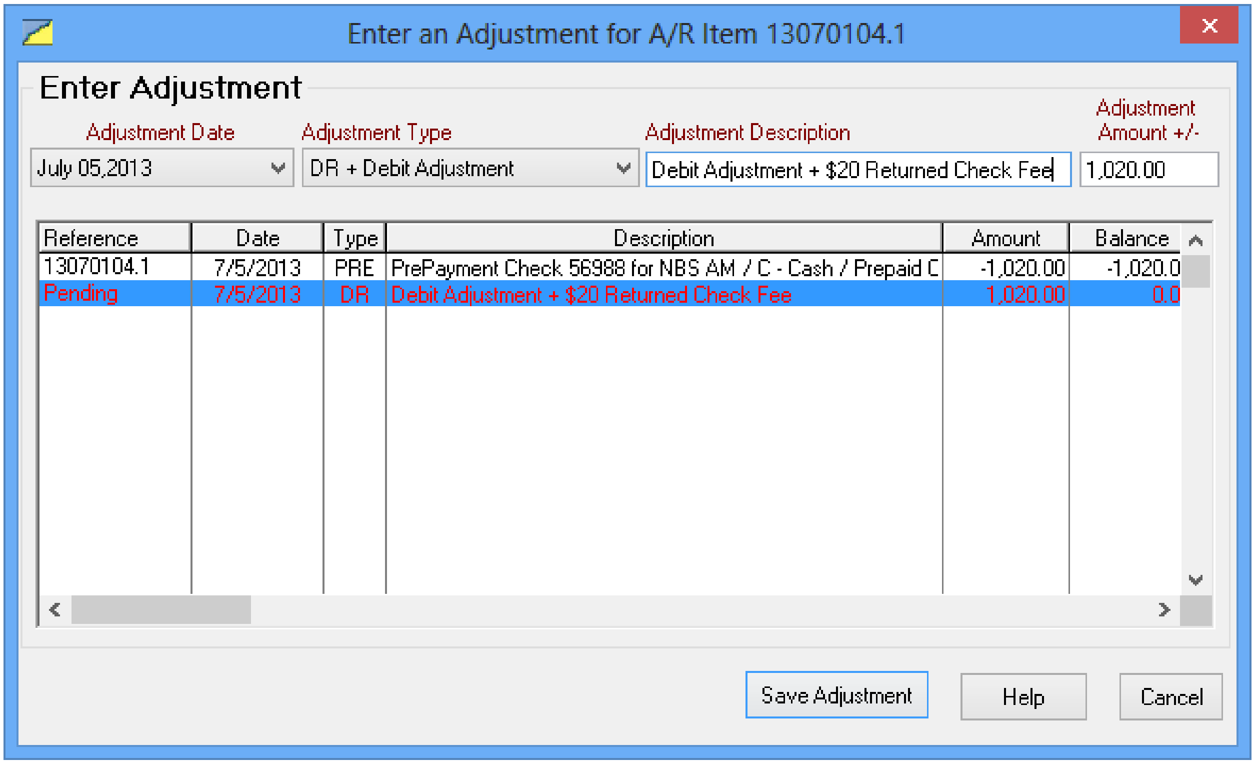
- Verify the correct entry date. This must be after the last End-of-Month closing date.
- Select DR Debit Adjustment
- Enter a meaningful description of the adjustment
- Enter as a positive adjustment amount, the amount to be restored to the invoice. Note that you can include a returned check fee in the adjustment amount if you like
- Be sure to click **[Save Adjustment]** before exiting.



2. Returned Check posted to Prepayment(s) still pending. If the returned check was posted (all or in part) to a Prepayment Credit and the Prepayment Credit has not been applied to invoice(s), you will need to post DR-Debit adjustment(s) to the original Prepayment Credit to cancel the amount originally credited for the Prepayment.

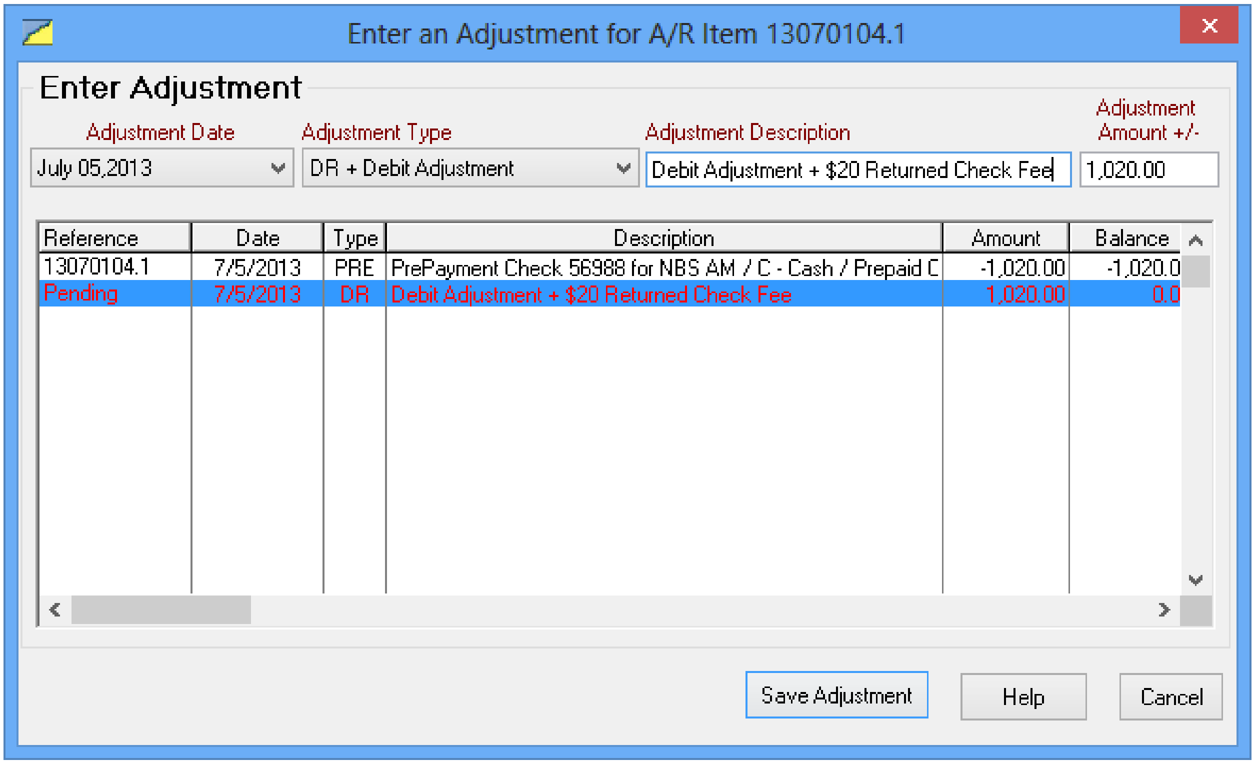
- Verify the correct entry date. This must be after the last End-of-Month closing date.
- Select DR Debit Adjustment
- Enter a meaningful description of the adjustment

- Enter as positive adjustment amount, the amount to be removed from the prepayment credit. Note that you can include a returned check fee in the adjustment amount if you like.
- Be sure to click **[Save Adjustment]** before exiting.



3. Returned Check posted to Prepayment(s) already applied to Invoice(s). If the returned check was posted (all or in part) to a Prepayment Credit and the Prepayment Credit has already been applied to invoice(s), you will need to post DR-debit adjustment(s) to the invoice(s) to cancel the credit that was applied to the invoice(s).

- Verify the correct entry date. This must be after the last End-of-Month closing date.
- Select DR Debit Adjustment
- Enter a meaningful description of the adjustment
- Enter as a positive adjustment amount, the amount to be restored to the invoice. Note that you can include a returned check fee in the adjustment amount if you like
- Be sure to click **[Save Adjustment]** before exiting.

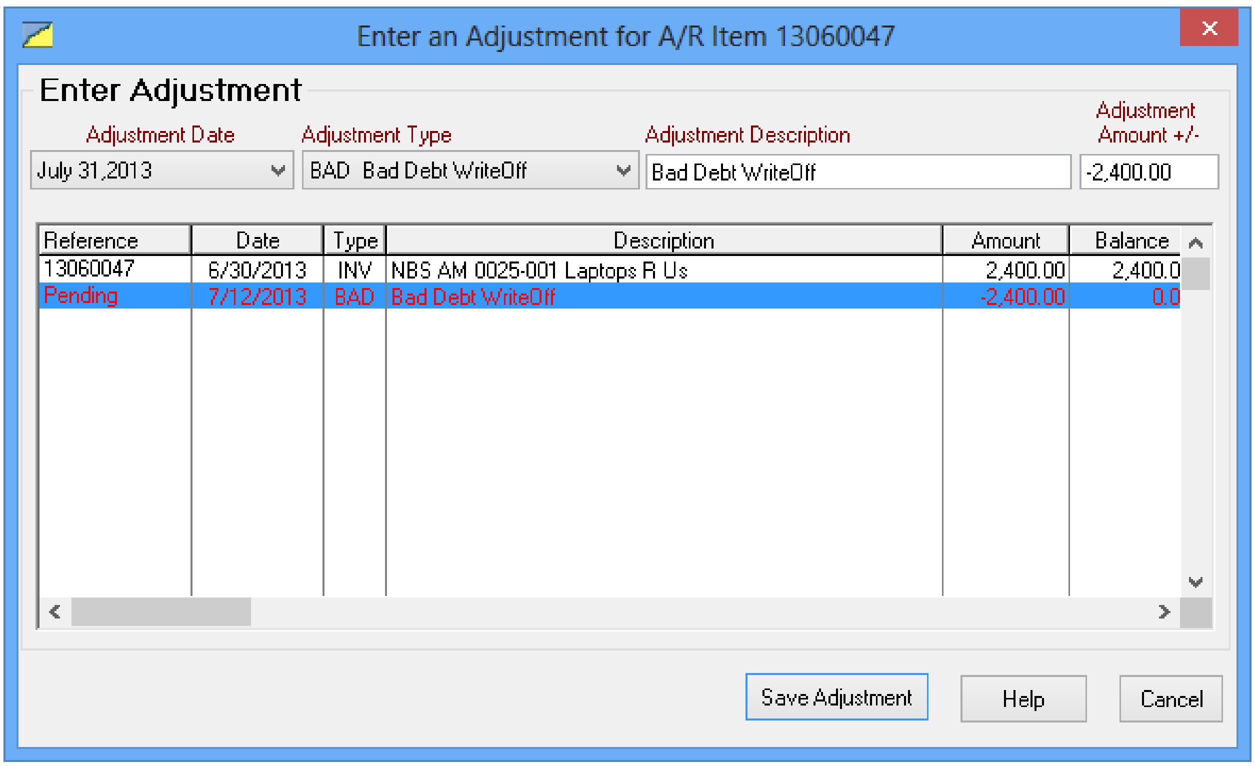

Enter an Adjustment for A/R Item 13070104.1
Enter Adjustment
Adjustment Date
Adjustment Type
Adjustment Description
Adjustment Amount +/-
July 05,2013
DR + Debit Adjustment
Debit Adjustment + $20 Returned Check Fee
1,020.00
Reference | Date | Type | Description | Amount | Balance
13070104.1 | 7/5/2013 | PRE | PrePayment Check 56988 for NBS AM / C - Cash / Prepaid C | -1,020.00 | -1,020.0
Pending | 7/5/2013 | DR | Debit Adjustment + $20 Returned Check Fee | 1,020.00 | 0.0
Save Adjustment
Help
Cancel

Bad Debt WriteOffs

Occasionally you may know a customer will never pay so you need to write off the debt as a "bad-debt". To handle this in NL, enter a BAD-Bad Debt Write Off credit as follows to zero out the amount to be written off.

From the main menu click **[Accounts-Receivable] [Payments / Adjustments]**. Highlight the customer for whom you need to post an adjusting entry and click the **[Enter Adjustment]** button on the right side of the screen. You must select the invoice or prepayment item to be adjusted and click **[Continue]**. If the item you need to adjust is not listed, click the **Show Items with $0 Balances** checkbox to see all items for the selected customer.

Alternatively, you can enter an adjustment directly onto an invoice by opening the invoice to be adjusted and clicking the **[Enter Adjustment]** button. You can open the invoice from Reports, the Transaction Browser, from the individual customer account screen using the Accounts-Receivable tab, or from the Customer Account History.

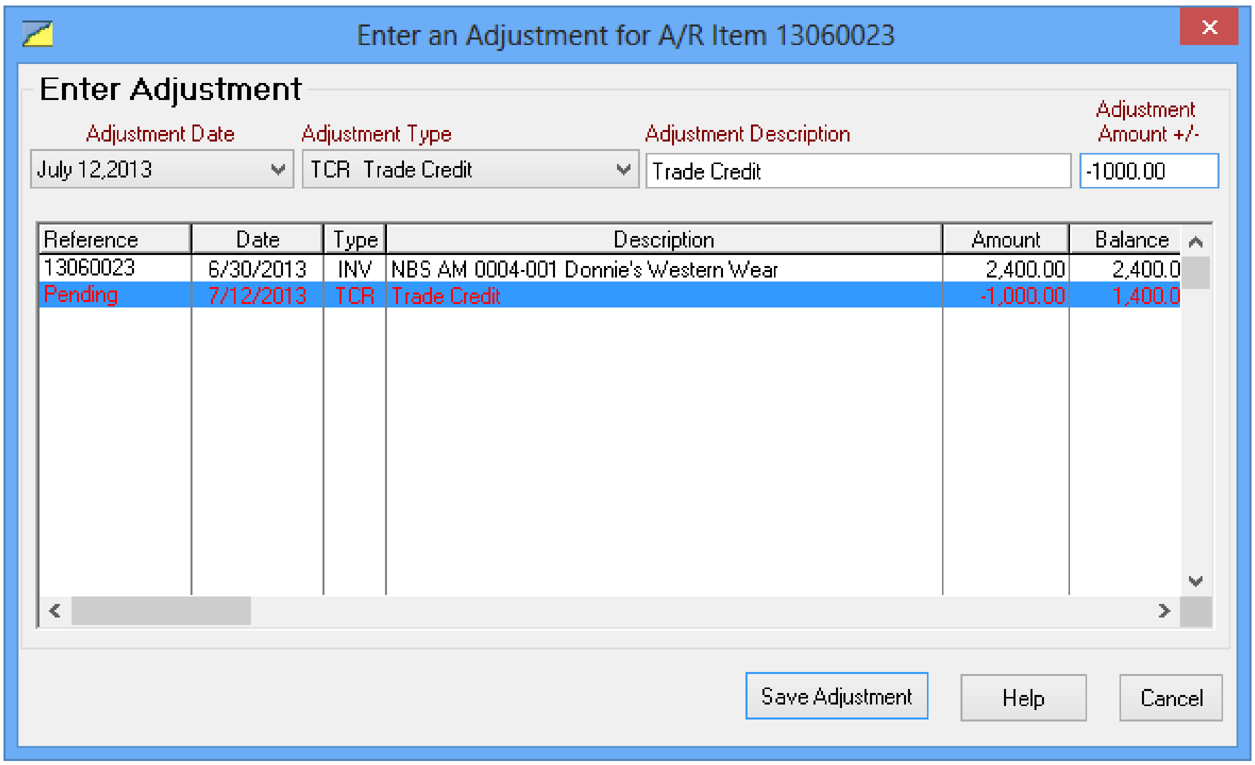


- Verify the correct entry date. This must be after the last End-of-Month closing date.
- Select **BAD-Bad Debt WriteOff** as the transaction type
- Enter a meaningful description of the adjustment
- Enter as a negative, the amount to be written off.
- Be sure to click **[Save Adjustment]** before exiting.

Manually Post Trade Credit

Normally, trade credits post automatically if you enter them to do so during order entry. See automatically applying trade credits. Occasionally you may need to manually post a trade credit to an invoice to zero it out.

From the main menu click **[Accounts-Receivable] [Payments / Adjustments]**. Highlight the customer for whom you need to post an adjusting entry and click the **[Enter Adjustment]** button on the right side of the screen. You must select the invoice or prepayment item to be adjusted and click **[Continue]**. If the item you need to adjust is not listed, click the **Show Items with $0 Balances** checkbox to see all items for the selected customer.

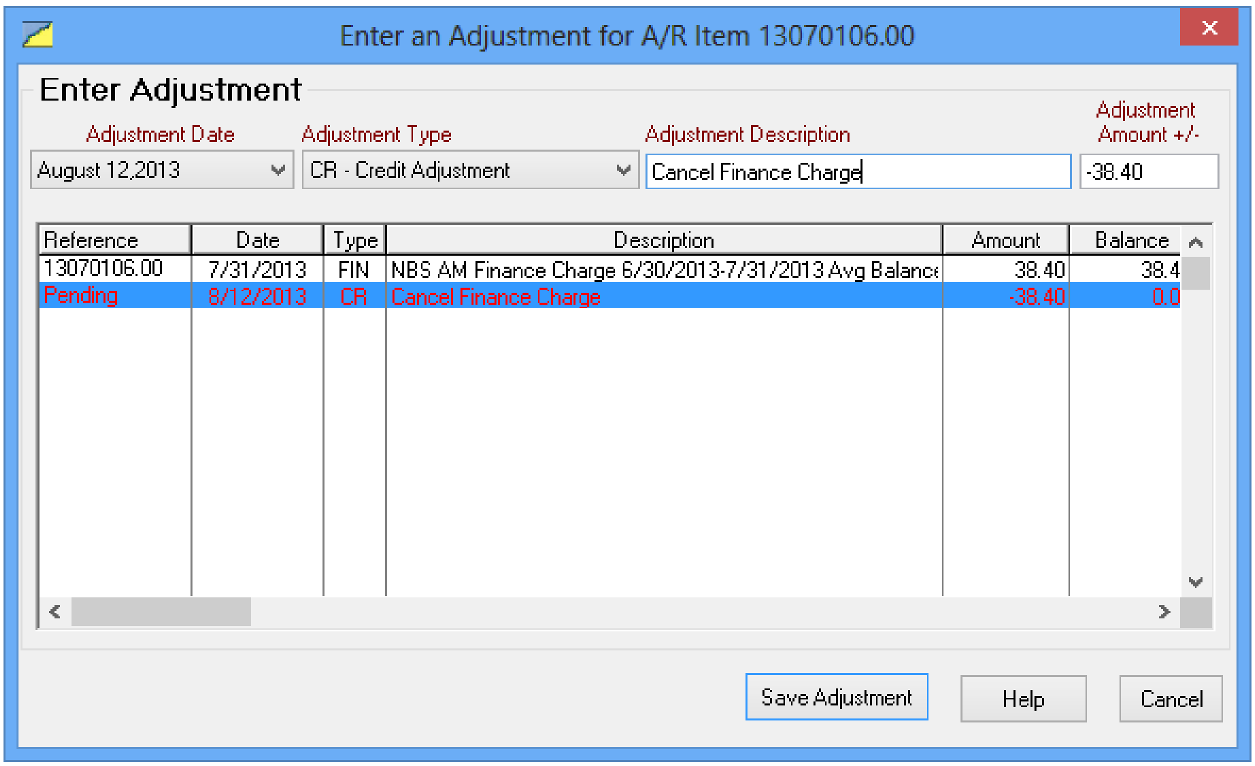


- ❑ Verify the correct entry date. This must be after the last End-of-Month closing date.
- ❑ Select TRC Trade Credit as the adjustment type.
- ❑ Enter a meaningful description of the adjustment
- ❑ Enter as a negative, the amount to be applied.
- ❑ Be sure to click **[Save Adjustment]** before exiting.

Cancel UnPaid Finance Charge

Quite often a customer won't pay late fees / finance charges assessed against the account. If you allow them to do this and you don't want to show they still owe the finance charges on their account, you will need to cancel the finance charges.

From the main menu click **[Accounts-Receivable] [Payments / Adjustments]**. Highlight the customer for whom you need to post an adjusting entry and click the **[Enter Adjustment]** button on the right side of the screen. You must select the invoice or prepayment item to be adjusted and click **[Continue]**. If the item you need to adjust is not listed, click the **Show Items with $0 Balances** checkbox to see all items for the selected customer.



- Verify the correct entry date. This must be after the last End-of-Month closing date.
- Select Fin Finance Charge as the adjustment type.
- Enter a meaningful description of the adjustment
- Enter as a negative, the amount to be canceled.
- Be sure to click **[Save Adjustment]** before exiting.

Manually Apply Prepayment Credits

Most often, when you create a prepayment credit on an account, NL will automatically use the credit on a future invoice for that account and it will be zeroed out. However, sometimes that may not happen automatically because:

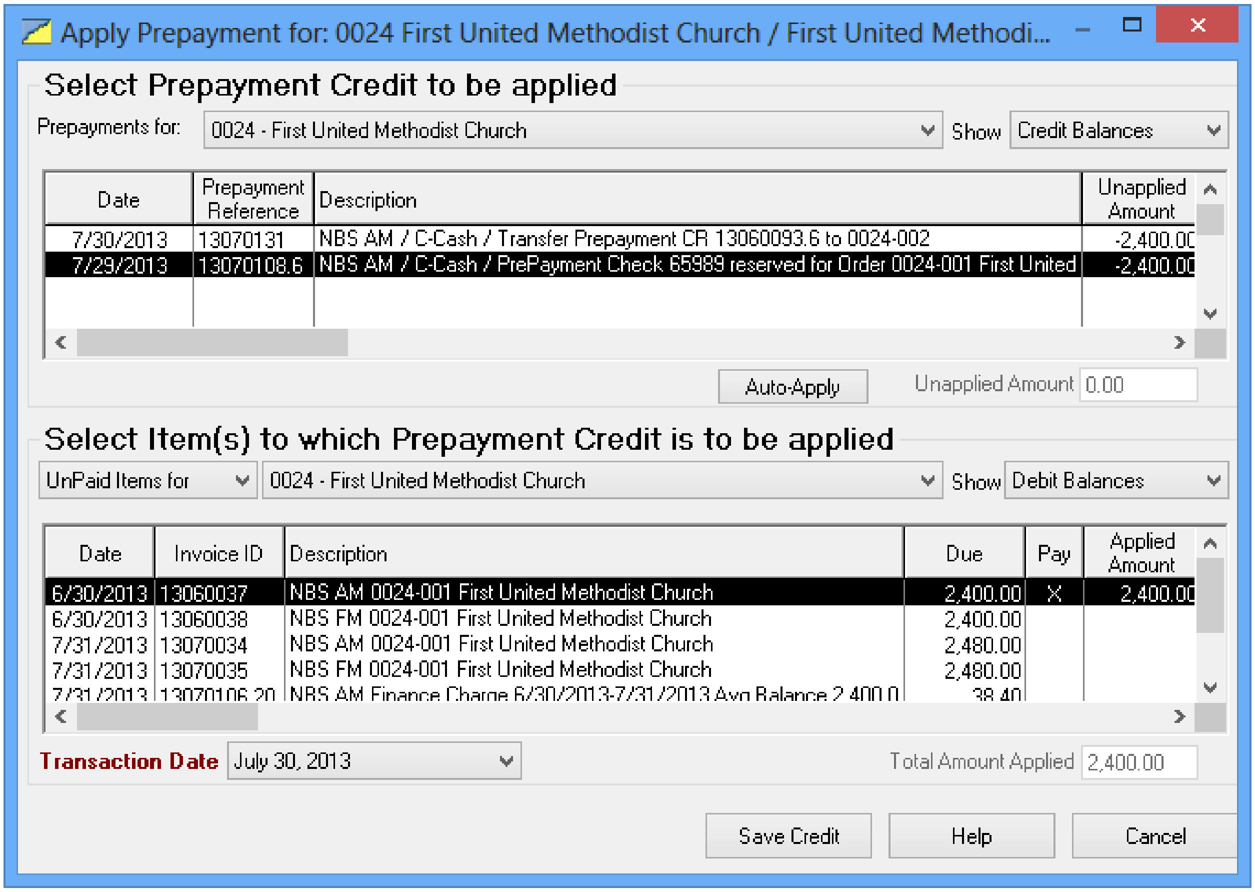
- The station or revenue type of the prepayment does not match the station or revenue type of the invoice when it is issued so you need to manually apply the prepayment credit.
- The prepayment credit was reserved for a particular broadcast order and that order did not create any new invoices after the prepayment was entered. In this case you need to either manually apply the prepayment credit to an invoice from another order, to transfer the prepayment credit for future use by another order for this customer, or to transfer the prepayment credit for future use by another customer.
- The customer never runs any more orders so no future invoice gets created and you need to either refund the prepayment credit or transfer it to another customer.
- The prepayment credit was posted to the incorrect customer. If it is to be used for future invoices you need to transfer it to the correct customer. If it is to be used for an already-issued invoice you can just apply it to an existing invoice as described below.
- The prepayment credit is entered into NL after the invoice is issued. [Yes, users actually do this and wonder why the NL billing module did not apply the prepayment credit even though it did not exist at the time the invoice was issued!]

The following links describe how to manually perform these functions on prepayment credits when the automatic method fails for one of the above reasons.

Manually apply the prepayment credit to an existing invoice
Manually apply the prepayment credit to a pending invoice
Transfer prepayment credit to another order or customer for future use
Refund the remaining credit balance

Manually Apply Prepayment Credit to Final Invoice(s)

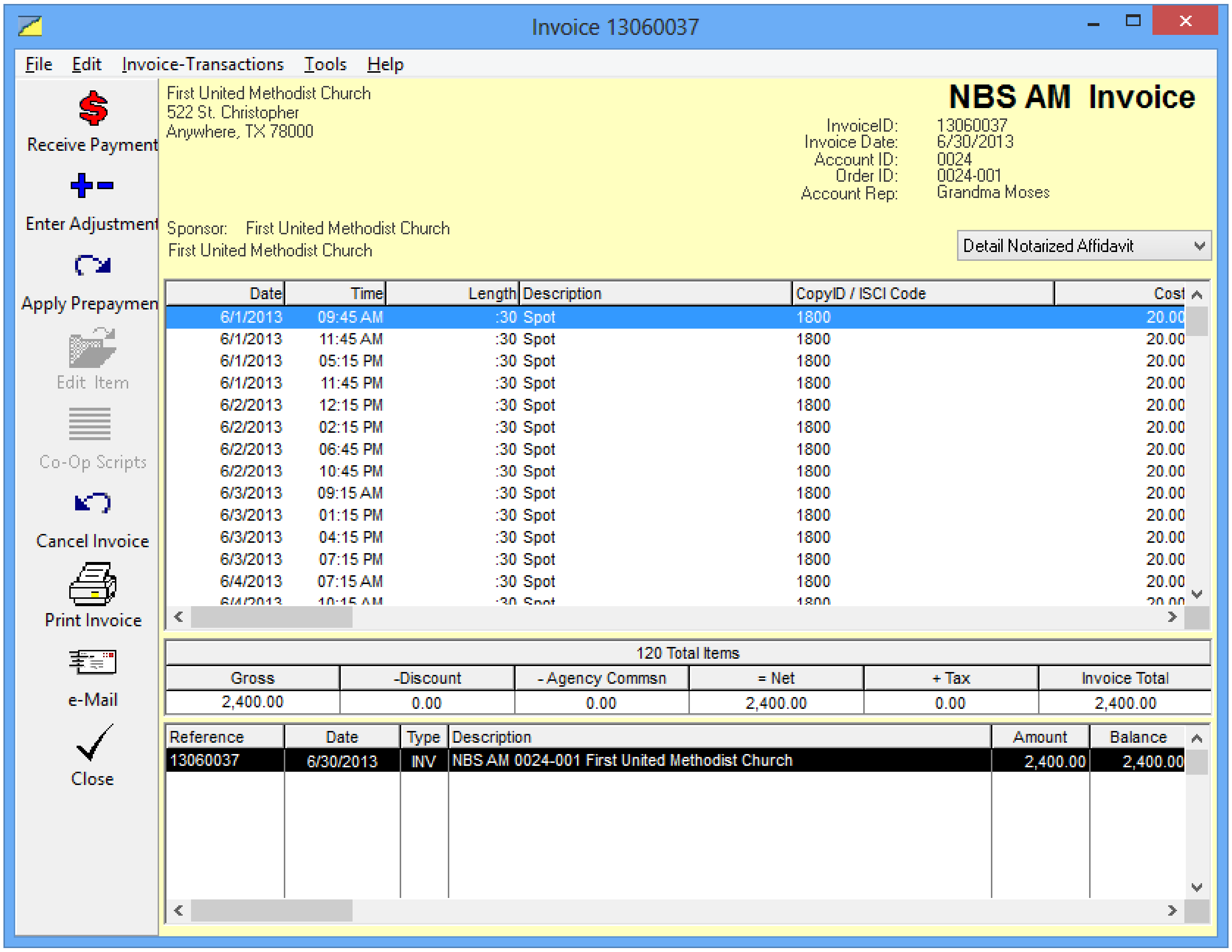
In this case the invoice(s) have already been issued and you need to manually apply a prepayment credit.



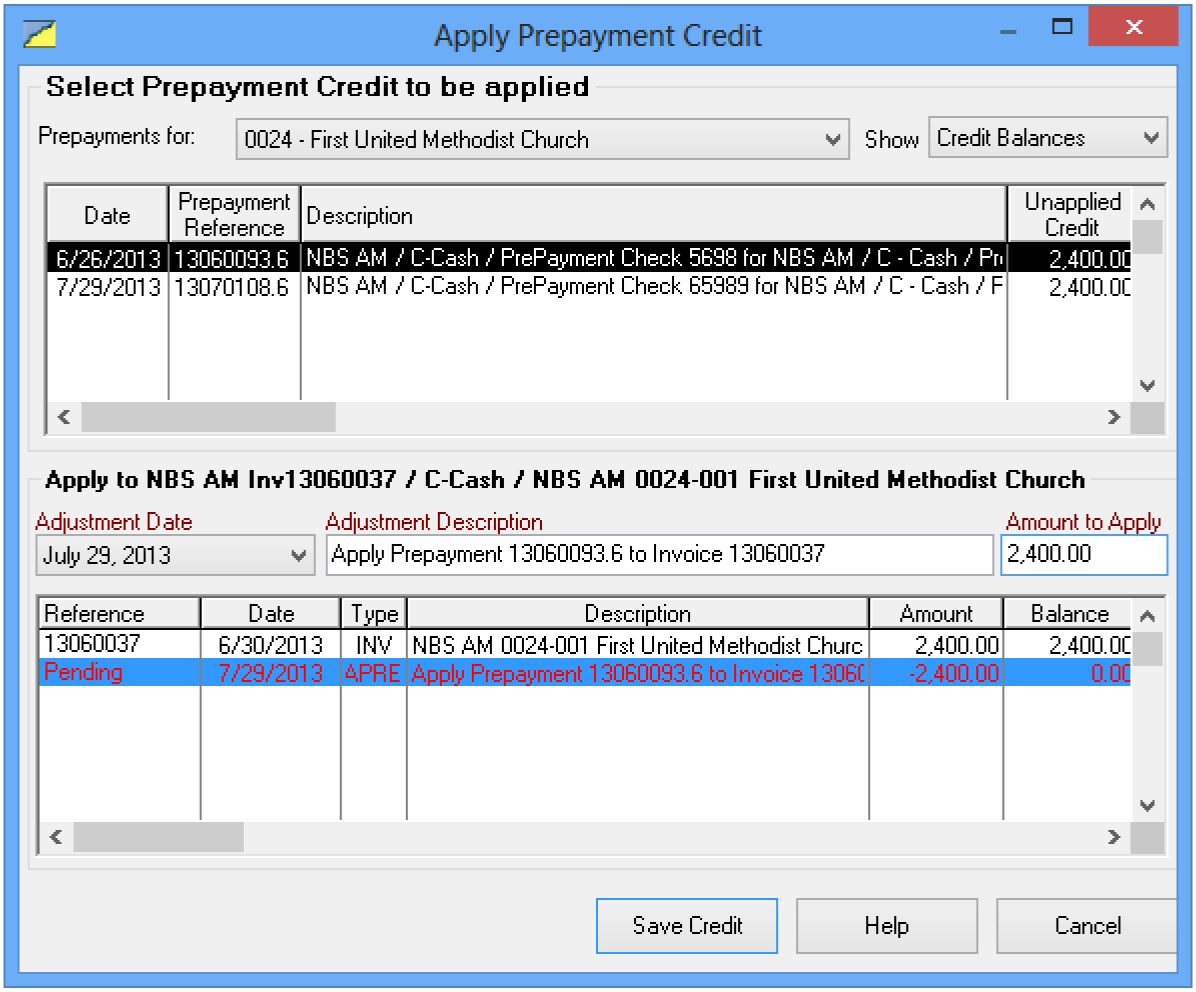
- From the main menu click **[Accounts-Receivable] [Payments / Adjustments]**.
- Highlight the customer for whom you need to post an adjusting entry and click the **[Apply Prepayment]** button on the right side of the screen.
- You must select the specific prepayment credit item to be applied.
- In the **Select Items to Which Prepayment Credit is to be Applied** window, select **UnPaid Items** from the left dropdown box.
- You must select the specific Invoice(s) to receive the credit by clicking an **X** in the **Pay** column item for the invoice(s) to be credited.
- You must specify how much of the prepayment credit to apply to each invoice.
- Click **[Save Credit]** when done.

Applying a Prepayment from the Invoice View Screen

An alternative method to apply a prepayment is to open the invoice from the customer screen accounts-receivable tab, from reports, or from the transaction browser, and click the **[Apply Prepayment]** button. You can then select the prepayment credit to be applied to that invoice and the amount to apply.



Click **[Apply Prepayment]** button then select the prepayment credit to be applied and the amount to apply.

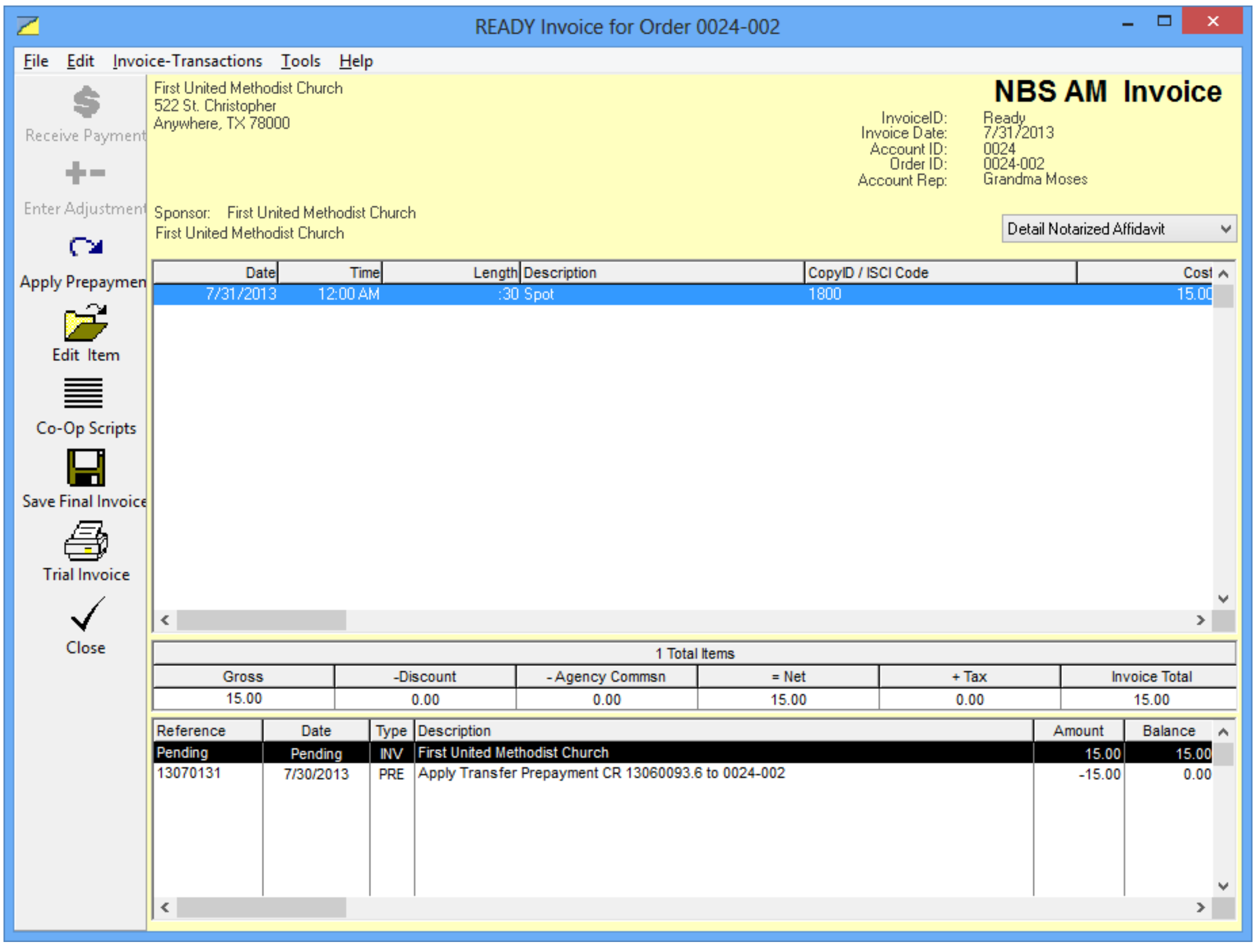

Apply Prepayment Credit
Select Prepayment Credit to be applied
Prepayments for:
0024 - First United Methodist Church
Show
Credit Balances
Date
Prepayment Reference
Description
Unapplied Credit
6/26/2013
13060093.6
NBS AM / C-Cash / PrePayment Check 5698 for NBS AM / C - Cash / Pr
2,400.00
7/29/2013
13070108.6
NBS AM / C-Cash / PrePayment Check 65989 for NBS AM / C - Cash / F
2,400.00
Apply to NBS AM Inv13060037 / C-Cash / NBS AM 0024-001 First United Methodist Church
Adjustment Date
Adjustment Description
Amount to Apply
July 29, 2013
Apply Prepayment 13060093.6 to Invoice 13060037
2,400.00
Reference
Date
Type
Description
Amount
Balance
13060037
6/30/2013
INV
NBS AM 0024-001 First United Methodist Churc
2,400.00
2,400.00
Pending
7/29/2013
APRE
Apply Prepayment 13060093.6 to Invoice 1306(
-2,400.00
0.00
Save Credit
Help
Cancel

Manually Apply Prepayment Credit to a Pending Invoice

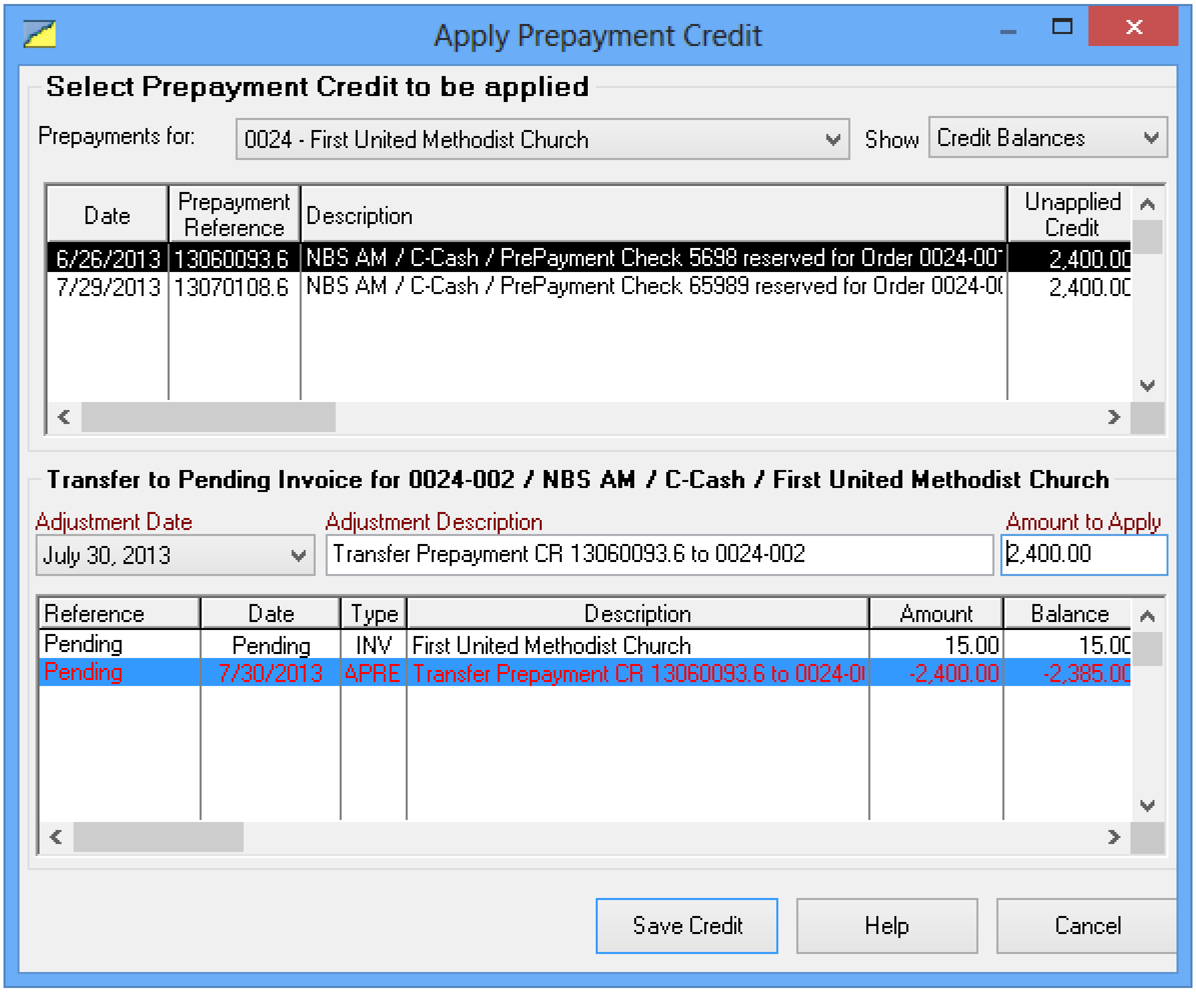
In this case the invoice has not yet been issued, but you need to manually attach the prepayment credit to the invoice so the credit will be applied when the invoice is printed.

In the Billing module, open the invoice and click the **[Apply Prepayment]** button. You can then select the prepayment credit to be applied to that invoice and the amount to apply.

NOTE: After selecting the prepayment credit amount to be applied, you must click the [Save Final Invoice] button on the <u>Invoice</u> before closing the invoice screen in order for the prepayment credit to be permanently attached



Click the **[Apply Prepayment]** button. You can then select the prepayment credit to be applied to that invoice and the amount to apply.



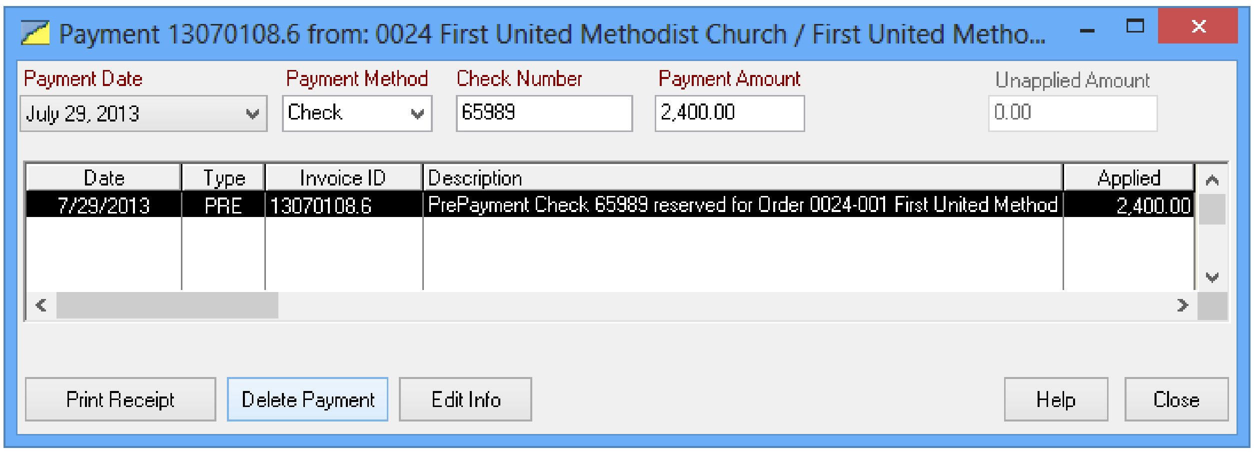
After selecting the prepayment credit amount to be applied, you must click the [Save Credit] button in order for the prepayment credit to be permanently attached to the invoice.

Transfer the Prepayment Credit to Another Order or Another Customer

In this case the prepayment was not used by the original order and/or customer to which it was assigned and you need to transfer all or part of the prepayment to a different order for the same customer or to a different customer for future use.

Transfer a prepayment before the end-of-month closing

If the end-of-month closing has not yet been performed for the period in which the prepayment was originally entered, the best solution is to simply delete the original payment entry and reenter it correctly. **Warning**: If you delete the original payment, payments applied to invoices by that payment entry [and any prepayments created by that payment entry, even if applied to invoices], are also deleted.

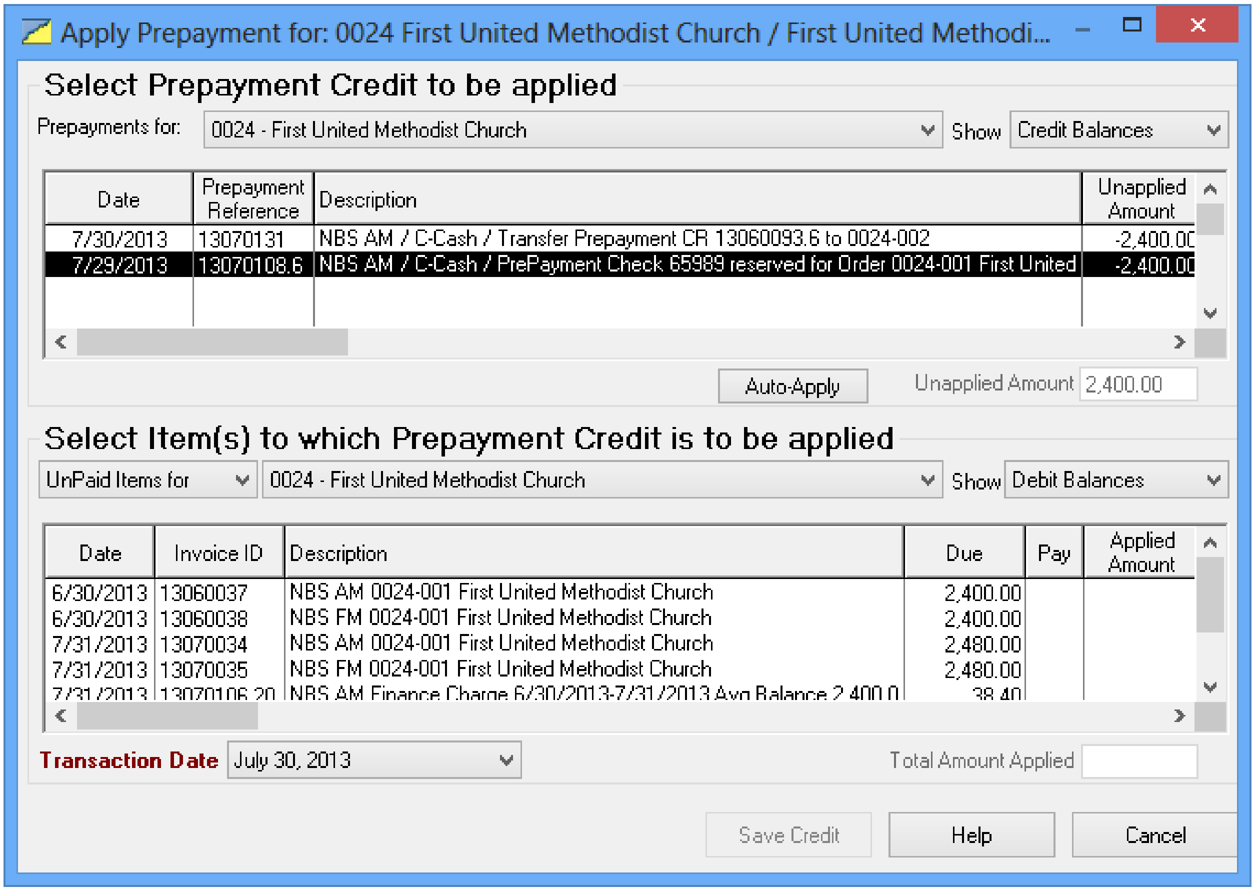


If you do not want to delete the prepayment you can edit the prepayment by clicking on the Edit Info button, and making the necessary changes on the information screen.

Transfer a prepayment after the end-of-month closing

If the end-of-month closing has already occurred, the following procedure must be used to transfer a prepayment credit to another order or customer.

- From the main menu click **[Accounts-Receivable] [Payments / Adjustments]**.
- Highlight the customer for whom you need to post an adjusting entry and click the **[Apply Prepayment]** button on the right side of the screen.

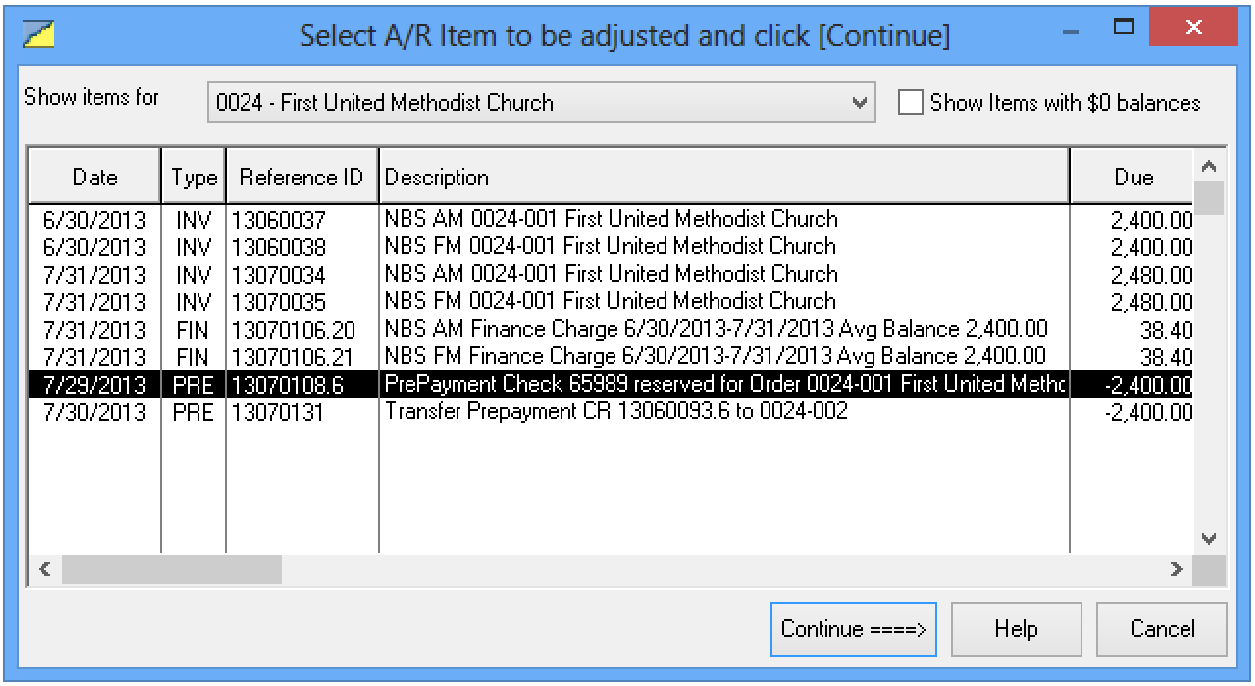


- In the **Select Items to Which Prepayment Credit is to be Applied** window, select either **All Orders for** or **Pending Orders for** from the left dropdown box.
- In the **Select Items to Which Prepayment Credit is to be Applied,** select the customer to receive the prepayment credit from the dropdown box containing the customer list. This will be the same as the original customer if you are transferring the prepayment credit to another order for the same customer.
- You can select the specific order(s) to receive the credit by clicking an **X** in the **Pay** column item for the invoice(s) to be credited. You can also select **[Any]** in which case the prepayment credit will be used for any order for the specified customer.
- You must specify how much of the prepayment credit to apply to each order.
- Click **[Save Credit]** when done.

Refund Remaining Prepayment Credit

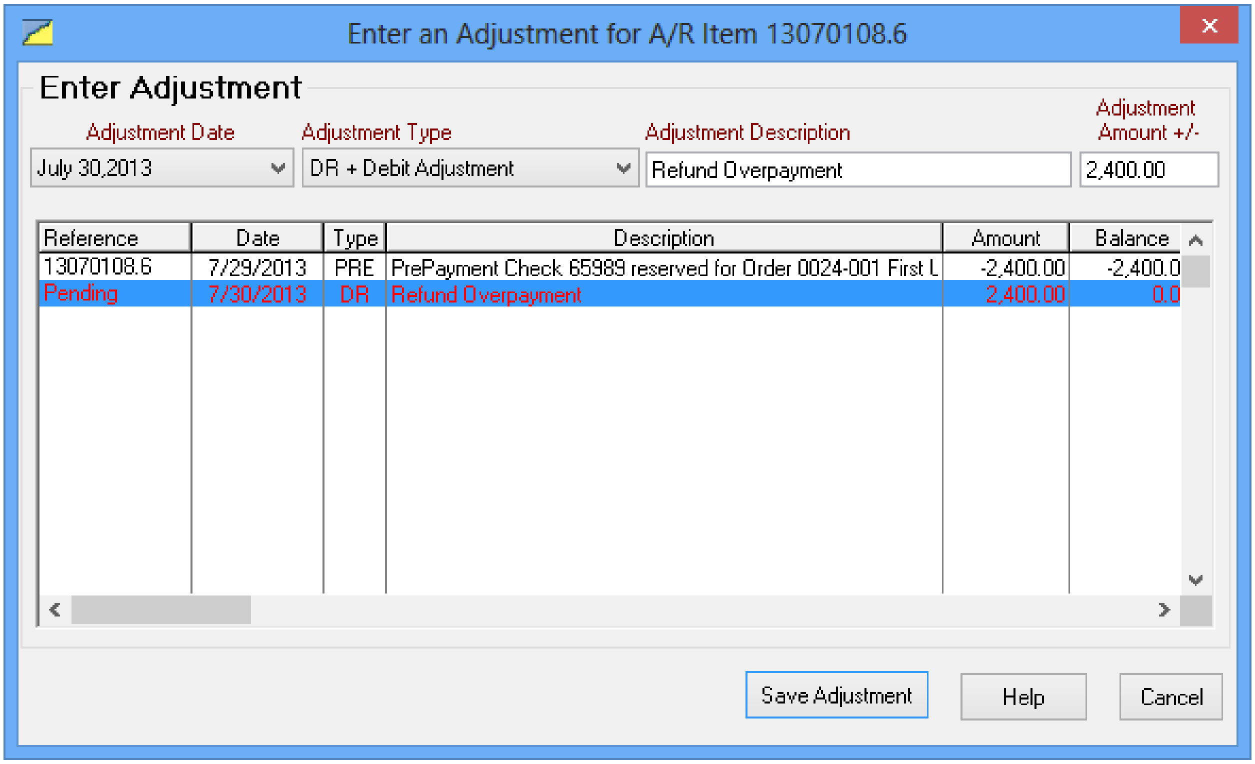
When you refund a prepayment credit, it can be removed from NL by attaching a DR-Debit adjustment to the prepayment credit to zero it out.

- From the main menu click **[Accounts-Receivable] [Payments / Adjustments]**.
- Highlight the customer for whom you need to post an adjusting entry and click the **[Enter Adjustment]** button on the right side of the screen.



- You must select the specific prepayment credit item to be adjusted and click **[Continue]**.

Refund Prepayment Credit Adjusting Entry



- Enter the date you want to show the adjustment as being posted. This must not be before the last date for which books have been closed.
- If the remaining credit is negative, the adjustment type should be a DR-Debit. If the remaining credit is positive, the adjustment type should be a CR-Credit.
- Enter a description / explanation for the adjustment as it should be shown on the customers account statement.
- Enter the adjustment amount. This should always be the opposite of the remaining balance of the prepayment. If the remaining credit is negative, the adjustment should be a DR-Debit positive amount. If the remaining credit is positive, the adjustment should be a CR-Credit negative amount.
- Click **[Save Adjustment]**

Correcting Payments and A/R Adjustment Errors

Different rules apply to correcting payments and adjustments depending on whether the accounting period in which they are posted is closed or not.

See the appropriate section:

Correcting Payments and A/R Adjustment Errors BEFORE the End-of-Month Closing

Correcting Payment Errors AFTER the End-of-Month Closing

Correcting Adjustment Errors AFTER the End-of-Month Closing

Correcting A/R Transaction Errors BEFORE the End-of-Month Closing

Also see
[Correcting A/R Adjustment Errors AFTER the End-of-Month Closing](#)
[Correcting payment errors AFTER the End-of-Month Closing](#)

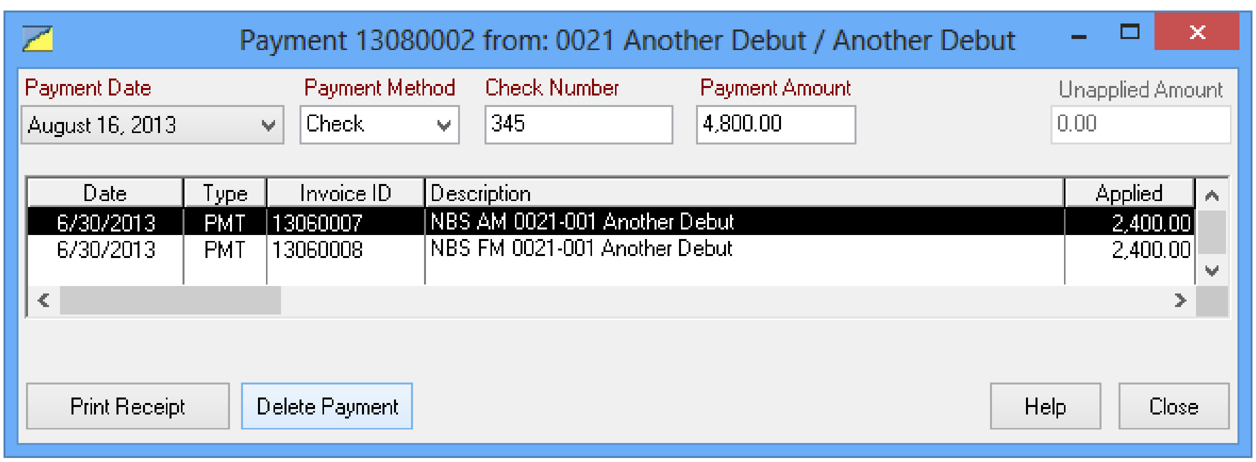
The following applies only <u>before</u> the End-of-Month closing for the period.

- To correct an invoice error, open the invoice, cancel it, edit it, and again finalize [issue] it. [See reissuing a broadcast invoice.]
- To correct a payment posting error open the payment, delete it as described below, and reenter it correctly.
- If you have an adjustment entry error open the adjusting entry, delete it as described below, and reenter it correctly.

  Warning: If you delete a payment entry, <u>all</u> payments applied to invoices by that payment entry [and any prepayments created by that payment entry, even if applied to invoices], are also deleted. We recommend you print the payment or adjustment entry before deleting it so you can reenter all parts of it correctly.

Delete a payment or transaction

Open the payment or A/R adjustment through Reports, Transaction Browser, or the customer's account history. If the payment has already been attached to an invoice you can instead open the invoice to which it is attached [using the customer screen accounts-receivable tab or customer-history] and **[right-click]** on the payment entry listed at the bottom of the invoice screen, then click **[View Transaction]**



- ❑ Click the **[Delete Payment]** or **[Delete Adjustment]** button
- ❑ Reenter the payment or A/R adjustment correctly.

The deleted payment or A/R adjustment will <u>not</u> show up at all in any reports or account statements. If require user login is selected in NL setup, there will be an internal NL user-log record of the original entry and the deletion for audit purposes.

Correcting A/R Transaction Errors AFTER the End-of-Month Closing

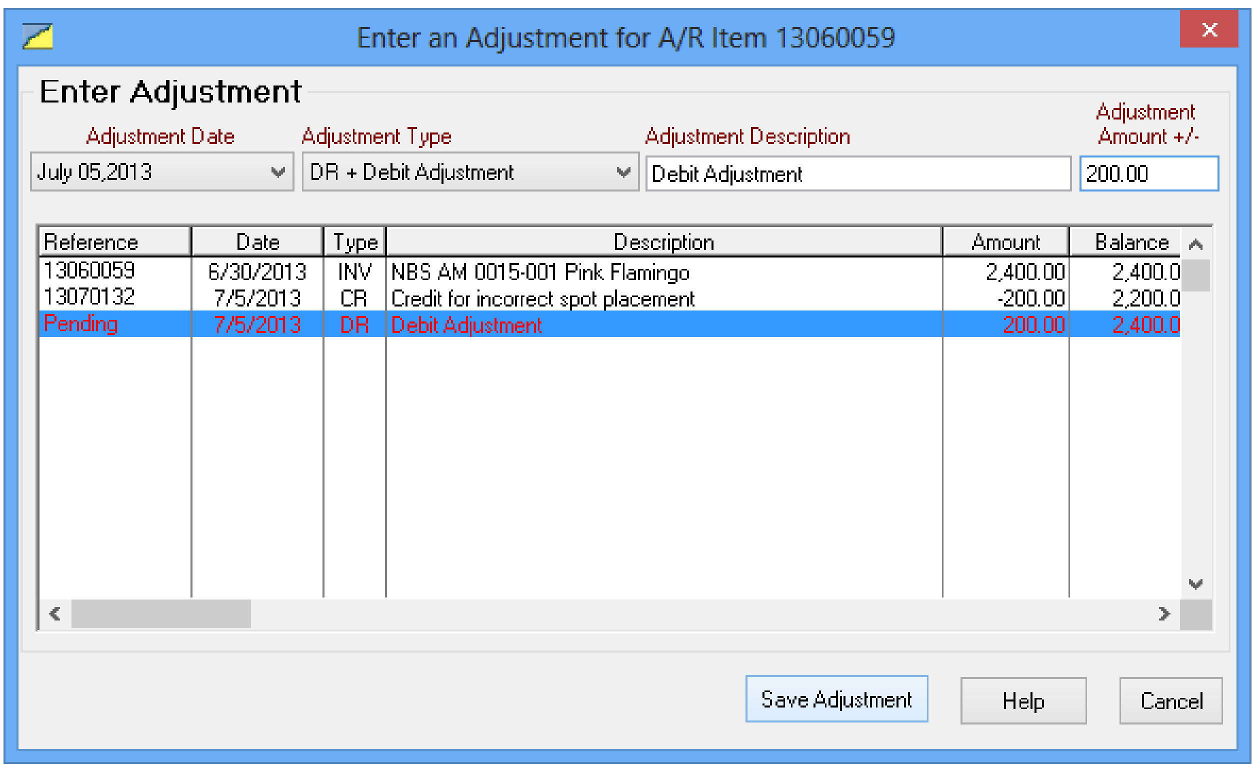
Also see
Correcting payment error and A/R adjustment Errors BEFORE the End-of-Month Closing

If you notice an adjustment is entered incorrectly **after** the end-of-month closing is done for the accounting period, you will need to enter 1 or more Accounts Receivable adjustments to correct the error. Note: If prepayment credits were created by an incorrect payment entry they must be a transferred or applied. See manually apply prepayment credits.

A/R Error: An A/R adjustment was entered incorrectly

The accounting period in which it was entered is closed so you cannot delete it. Enter a mirror-image of the original adjusting entry with all the signs reversed. That is, original credits become debits and vice-versa.

Example Assume you incorrectly credited an invoice for $200 and you can't delete the adjustment because the period in which it was posted is already closed. Post a DR-Debit adjustment to the same invoice for +$200.

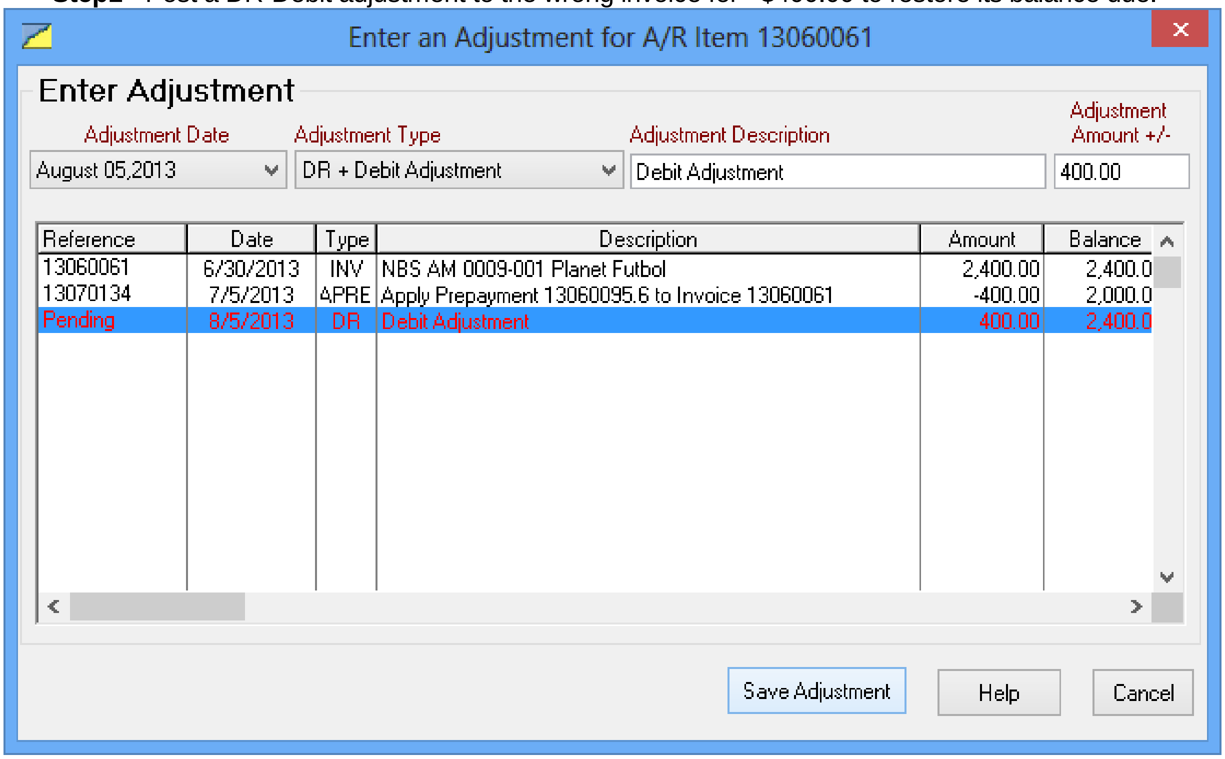


A/R Error: PrePayment credit applied to an incorrect invoice

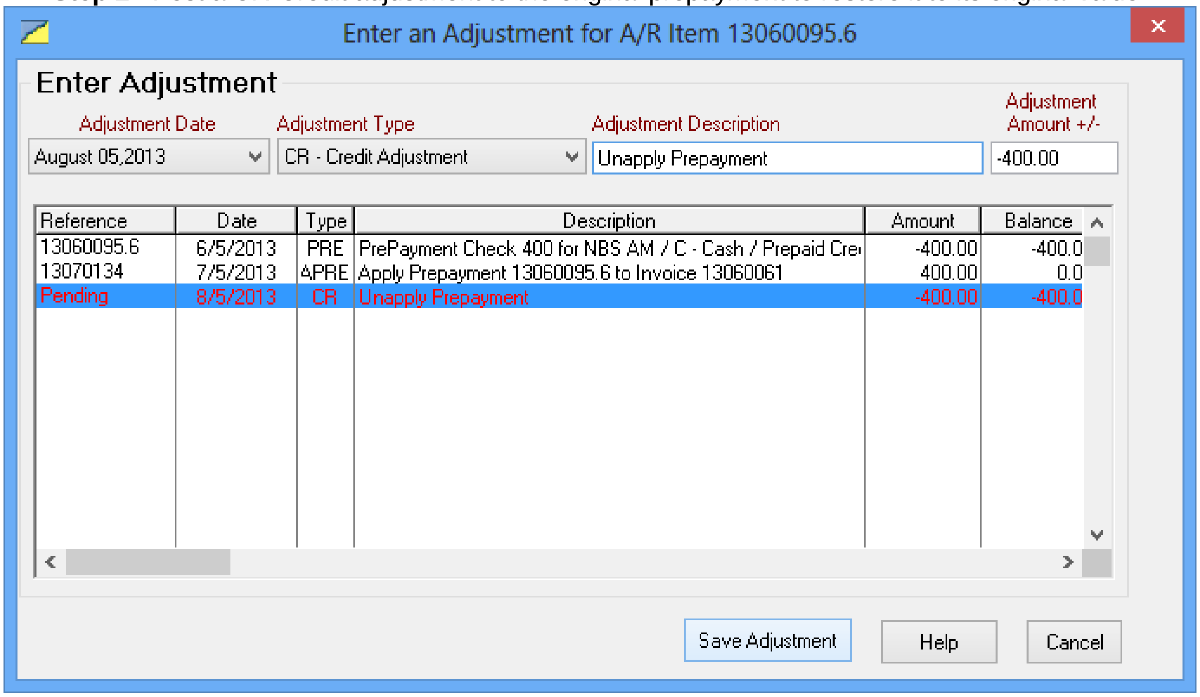
The prepayment credit was properly posted to an account but it was later either manually or automatically applied to an incorrect invoice using an AR adjusting entry. If the period in which the adjusting entry that applied the prepayment has already been closed, the prepayment credit must be manually removed from the incorrect invoice and credited back to the original prepayment. If necessary, it can then be manually applied to the correct invoice. See manually apply prepayment credits.

Example Assume you had a $400 prepayment credit on an account and it got applied to an incorrect invoice. You can't delete the applying adjustment and reenter it correctly because the period in which it was posted is already closed. It doesn't matter if the invoice belonged to the correct customer or not, in either instance the correction is done as shown below.

- **Step1** - Post a DR-Debit adjustment to the wrong invoice for +$400.00 to restore its balance due.



- **Step 2** - Post a CR-Credit adjustment to the original prepayment to restore it to its original value.



Correcting A/R Payment Errors AFTER the End-of-Month Closing

Also see
[Correcting payment error and A/R adjustment Errors BEFORE the End-of-Month Closing]

If you notice a payment is entered incorrectly **after** the [end-of-month closing] is done for the accounting period, you will need to enter 1 or more [Accounts Receivable adjustments] to correct the error. Note: If prepayment credits were created by an incorrect payment entry they must be a transferred or applied. See [manually apply prepayment credits].

Here are several examples of how to handle errors that you need to correct after the End-of-Month closing is done.

[A/R Error: Payment applied to wrong final invoice]

[A/R Error: Payment applied to invoice but should have been a prepayment on another account]

[A/R Error: PrePayment posted on wrong account]

Correcting Payments AFTER the End-of-Month Closing - Example 1

See correcting Payments and A/R Adjustment Errors BEFORE the End-of-Month Closing if the accounting period has not yet been closed.

A/R Error: Payment applied to wrong final invoice
This example assumes there is another invoice to which the payment should be applied. If this is not true in your instance, see A/R Error: Payment applied to invoice but should have been a prepayment on another account

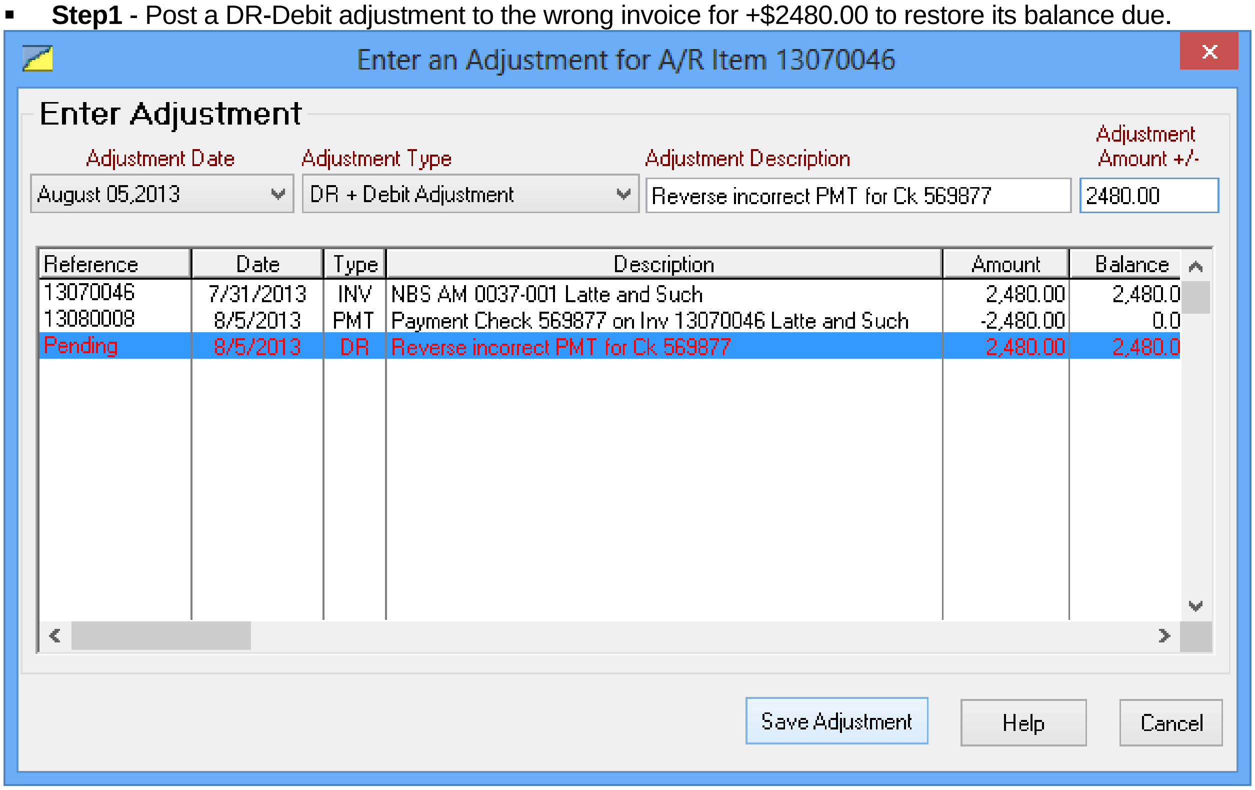
There are 2 ways to transfer the payment to the correct invoice depending on the outcome you desire:

- **Correcting transactions appear on current month Adjustments Report [preferred method]**. In this case debit the incorrect invoice a positive amount and credit the correct invoice a negative amount as shown below in example 1.

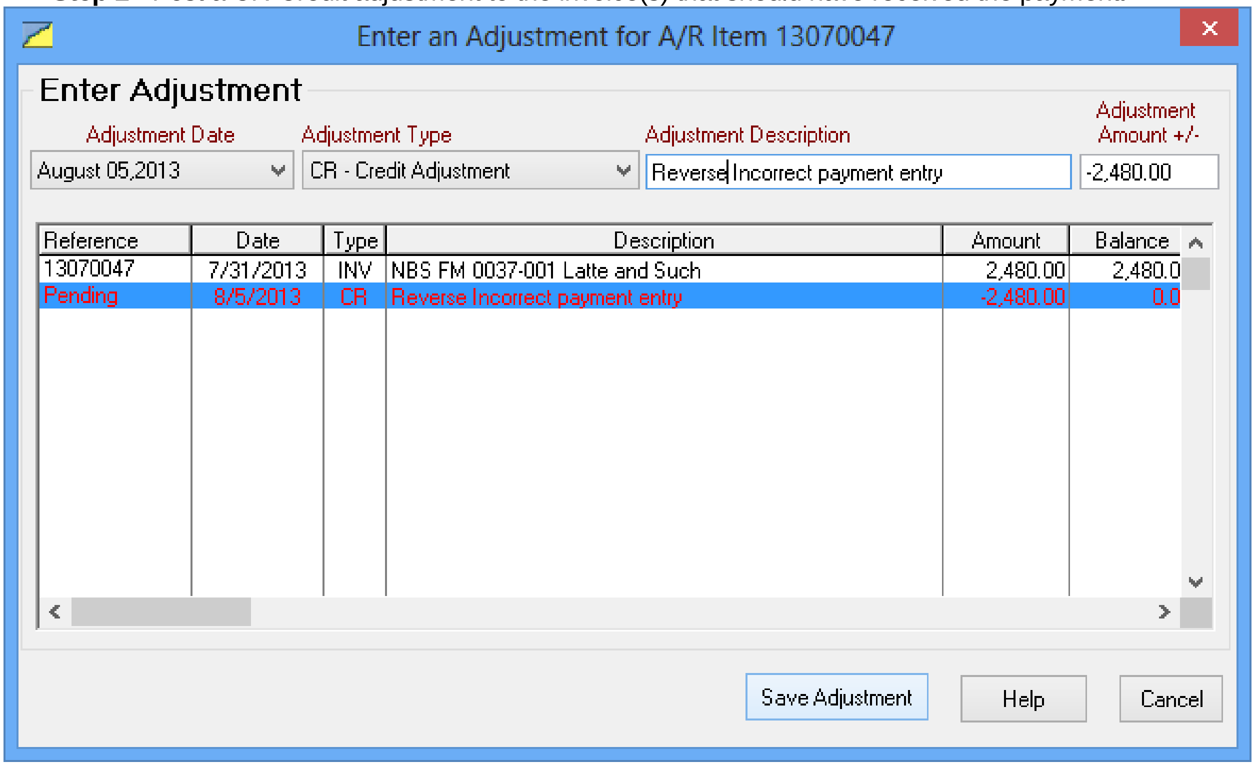
- **Correcting transactions appear on current month Payments Report as offsetting positive and negative amounts.** This might be desired if the changes affect an Account Rep's sales commissions if they are based on payments report. In this case you enter a negative payment to cancel the original incorrect payment.

Example A to show corrections on Adjustments Report Assume you posted a $2480.00 payment to the wrong invoice and can't delete the payment and reenter it correctly because the period in which it was posted is already closed. It doesn't matter if the wrong invoice belonged to the correct customer or not, in either instance the correction is done as shown below.

- **Step1** - Post a DR-Debit adjustment to the wrong invoice for +$2480.00 to restore its balance due.

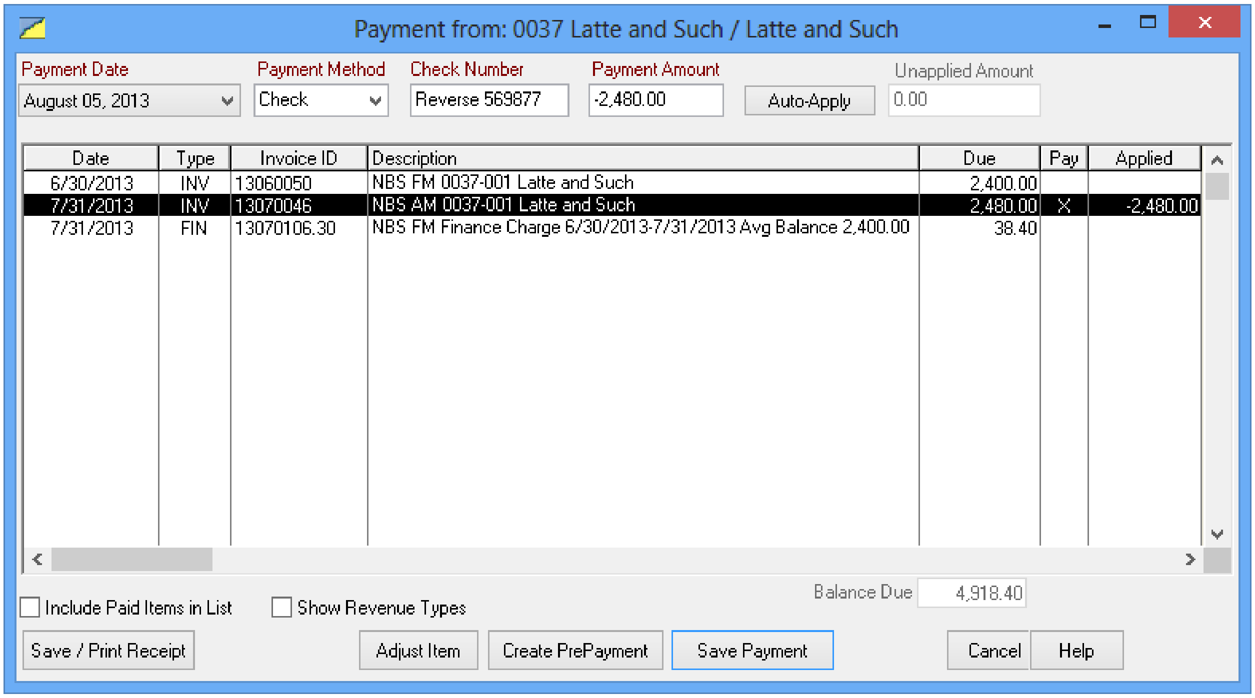


- **Step 2** - Post a CR-Credit adjustment to the invoice(s) that should have received the payment.



Example B to show payment corrections on Payments Report Assume same payment error as described in Example A on the previous page but you want to show the corrections on current month Payments Report.

- Post a <u>negative</u> payment in the current accounting period to reverse the original payment. This will be an exact duplicate of the original incorrect payment <u>except</u> all amounts are negative. After posting the negative payment as shown below, post the normal correct payment in the current accounting period.



Also see
[A/R Error: Payment applied to invoice but should have been a prepayment on another account]()
[A/R Error: PrePayment posted on wrong account]()

Correcting Payments AFTER the End-of-Month Closing - Example 2

See correcting Payments and A/R Adjustment Errors BEFORE the End-of-Month Closing if the accounting period has not yet been closed.

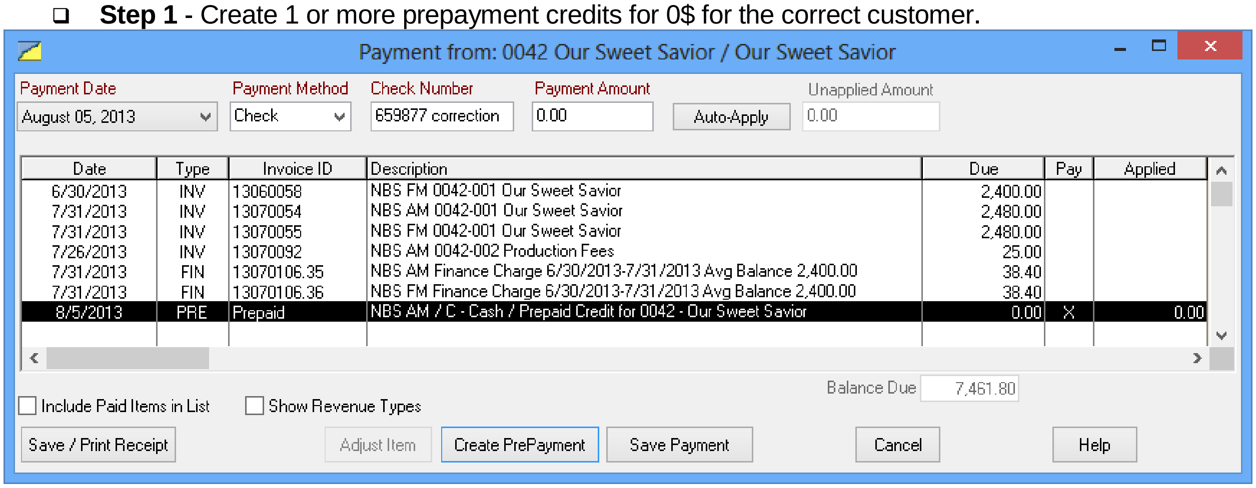
A/R Error: Payment applied to invoice but should have been a prepayment on another account

There are 2 ways to transfer the payment off the invoice and onto a prepayment on the correct account depending on the outcome you desire:

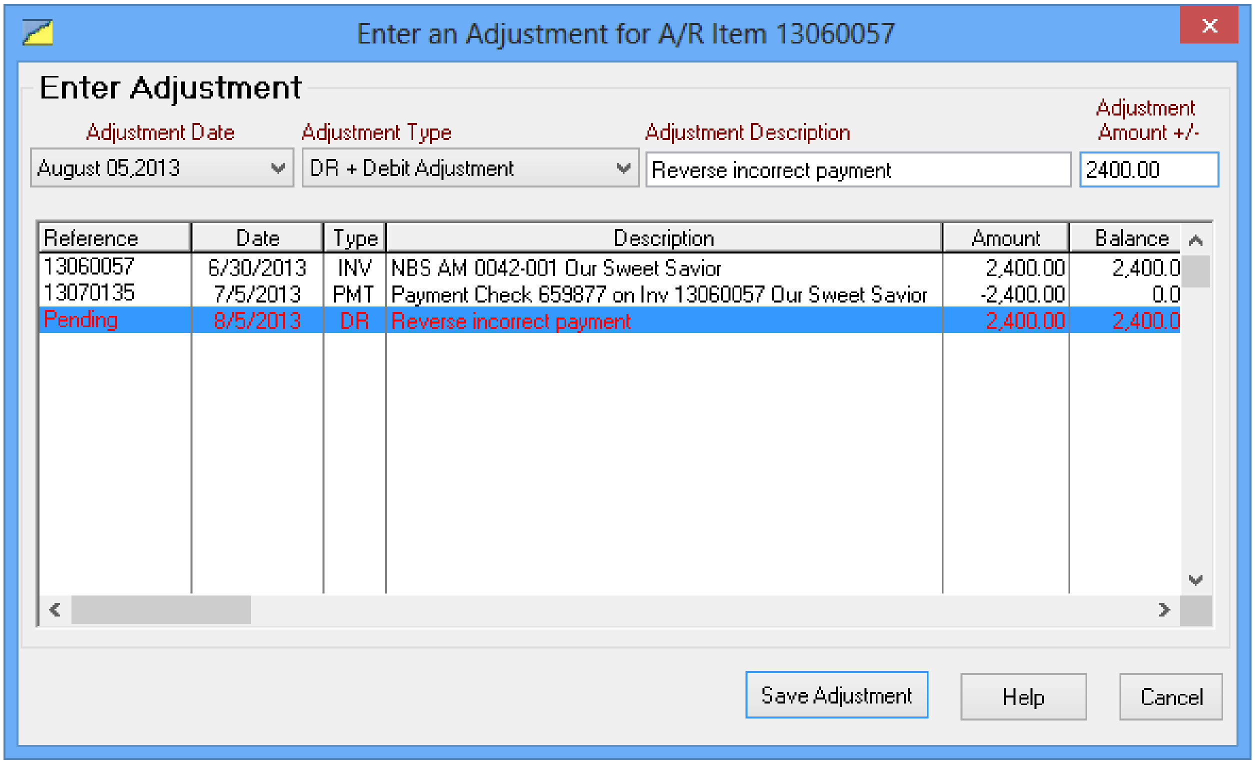
- **Correcting transactions appear on current month Adjustments Report [preferred method]**. In this case you must create 1 or more prepayment credits for $0 for the correct customer. Then post a DR-Debit adjustment to the wrong invoice for +$2400. Then post CR-Credit adjustment to the new $0 Prepayment(s) for -$2400.
- **Correcting transactions appear on current month Payments Report as offsetting positive and negative amounts.** This might be desired if the changes affect an Account Rep's sales commissions if they are based on payments received. In this case you enter a negative payment in the current accounting month to cancel the original incorrect payment and then enter the correct payment in the current accounting month.

Example C to show corrections on Adjustments Report Assume you posted a $2400 payment to an invoice and you discover [after the period in which it was posted is closed] that it should have been posted as a prepayment on another account. It doesn't matter if the wrong invoice belonged to a different customer or not, in either instance the correction is done as shown below.

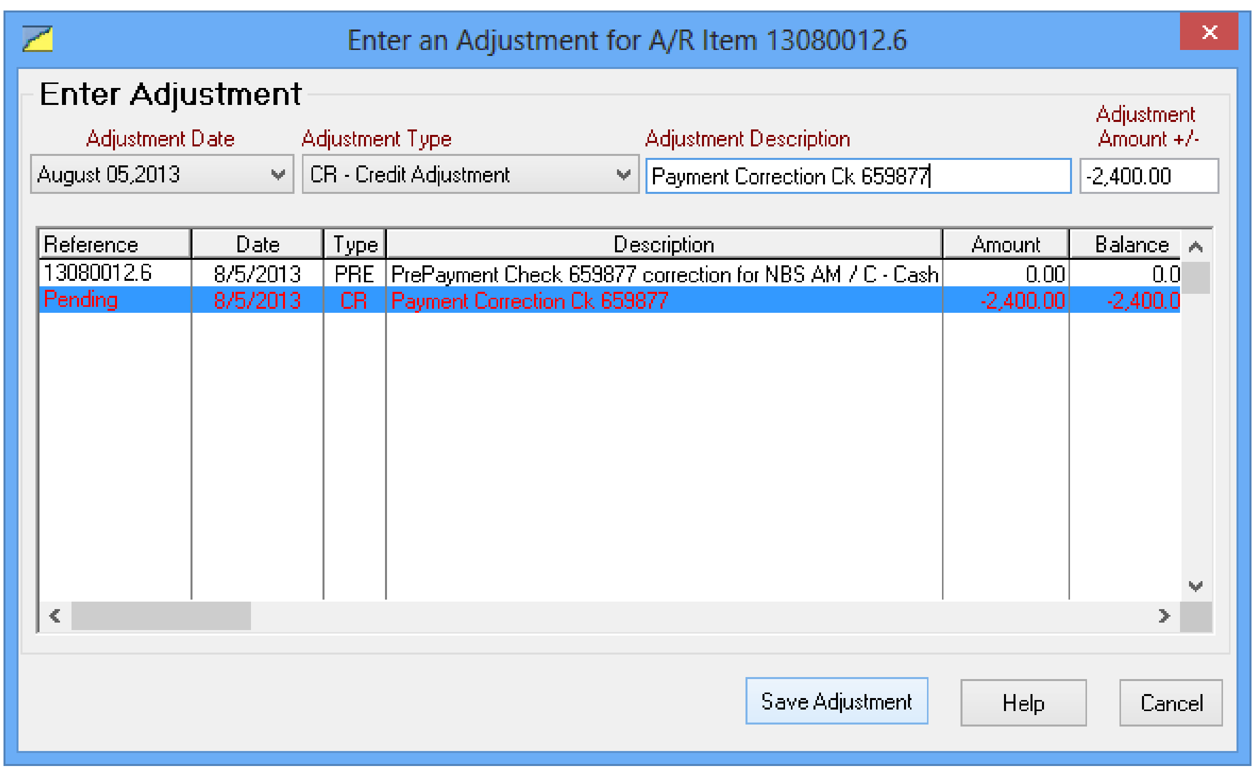
- ❑ **Step 1** - Create 1 or more prepayment credits for 0$ for the correct customer.



- **Step 2** - Post a DR-Debit adjustment to the wrong invoice for +$2400

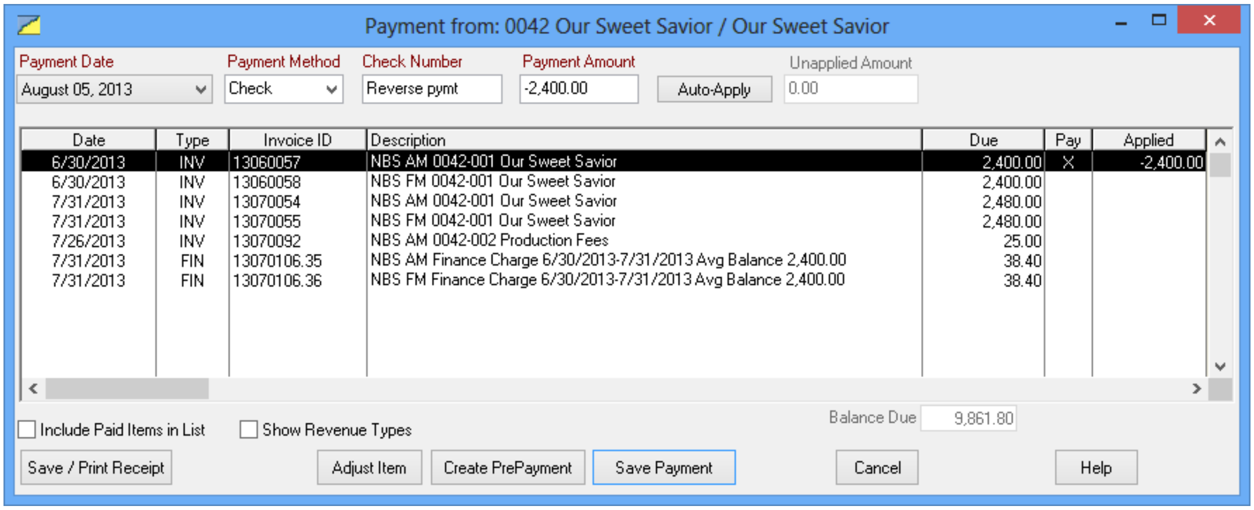


- **Step 3** - Post CR-Credit adjustment to the new $0 Prepayment(s) for -$100.



Example D to show corrections on Payments Report Assume same payment error as described in Example C on the previous page but you want to show the corrections on current month Payments Report.

- Post a negative payment in the current accounting period to reverse the original payment. This will be an exact duplicate of the original incorrect payment except all amounts are negative. **After posting the negative payment as shown below, create a normal correct prepayment in the current accounting period.**



Also see

[A/R Error: Payment applied to wrong final invoice]

[A/R Error: PrePayment posted on wrong account]

Correcting Payments AFTER the End-of-Month Closing - Example 3

[See correcting Payments and A/R Adjustment Errors BEFORE the End-of-Month Closing](#) if the accounting period has not yet been [closed](#).

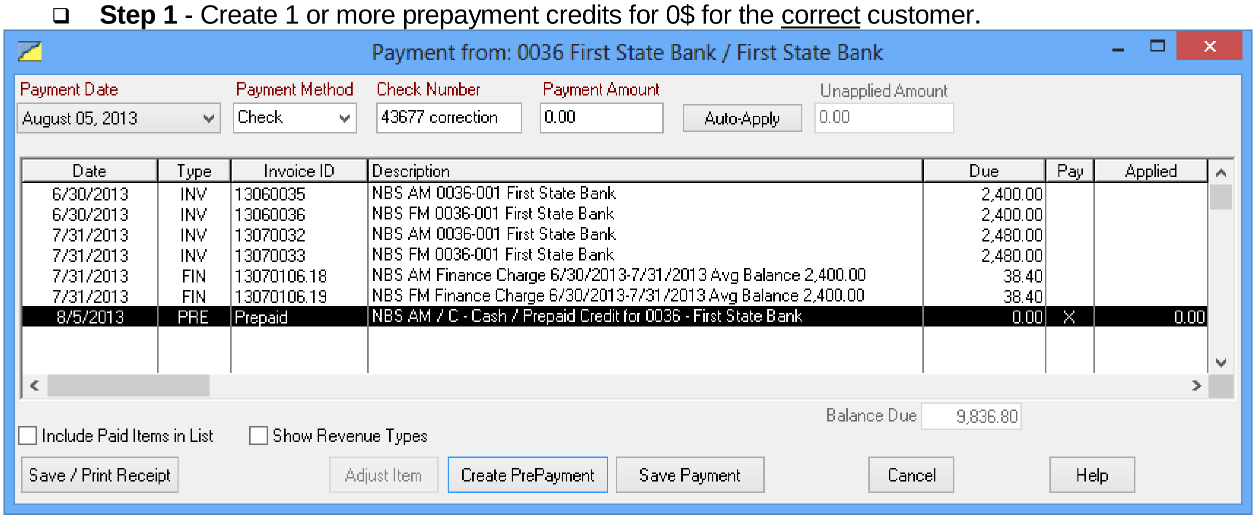
A/R Error: PrePayment posted on wrong account

Correcting this error can become very complex if the prepayment has already been applied to 1 or more invoices. If the prepayment has already been applied to incorrect invoice(s) you will first need to reverse the application of the prepayment to the invoice(s) so that the prepayment is back at its original value. See [Error: Prepayment credit applied to an incorrect invoice](#). Then follow the directions below to correct the prepayment itself.

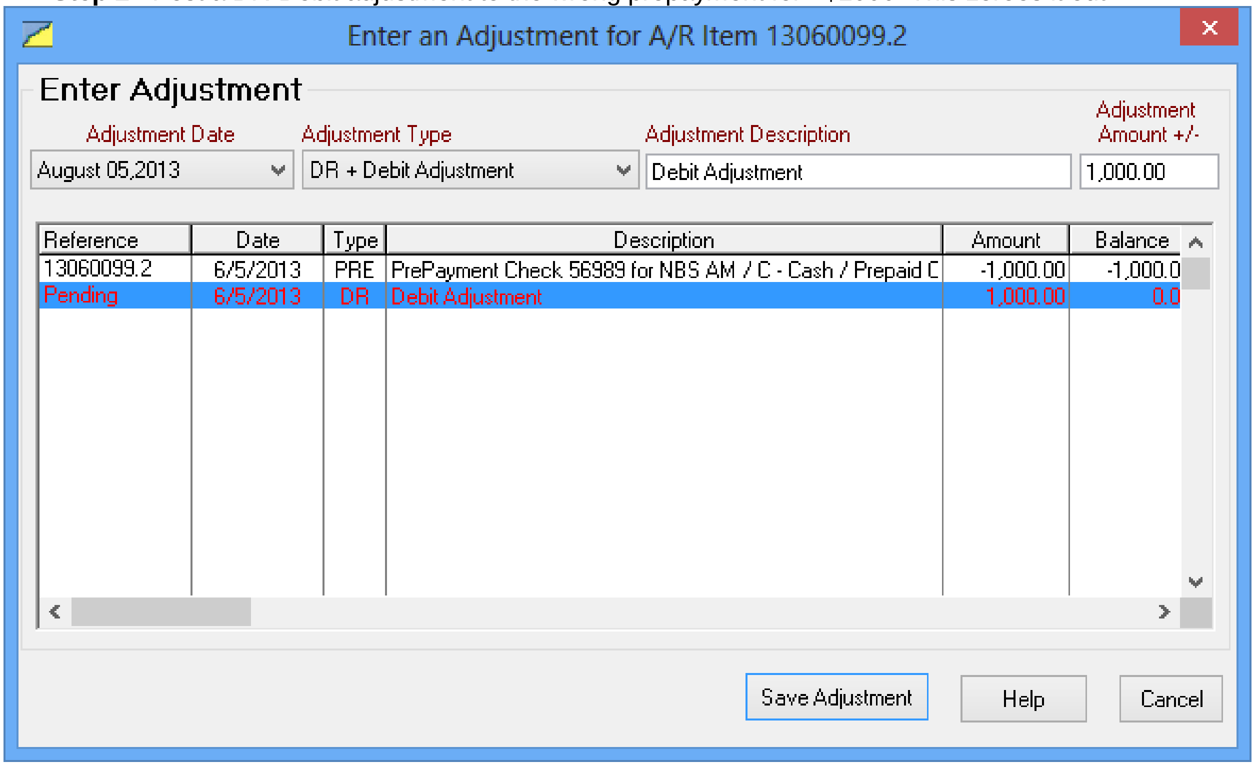
- **Correcting transactions appear on current month Adjustments Report [preferred method]**. In this case you must create 1 or more prepayment credits for $0 for the correct customer. Then post a DR-Debit adjustment to the wrong invoice for +$100. Then post CR-Credit adjustment to the new $0 Prepayment(s) for -$100.
- **Correcting transactions appear on current month Payments Report as offsetting positive and negative amounts.** This might be desired if the changes affect an Account Rep's sales commissions if they are based on payments received. In this case you enter a negative payment in the current accounting month to cancel the original incorrect payment and then enter the correct payment in the current accounting month.

Example E to show corrections on Adjustments Report. Assume you posted a $100 prepayment credit on an account and you discover [after the period in which it was posted is closed] that it should have been posted as a prepayment on another account. In this example assume none of the prepayment has yet applied itself to invoices on the incorrect account. If it has already applied itself, first reverse the application of prepayment as shown in [Error: Prepayment credit applied to an incorrect invoice](#). Then follow the directions below to correct the prepayment itself.

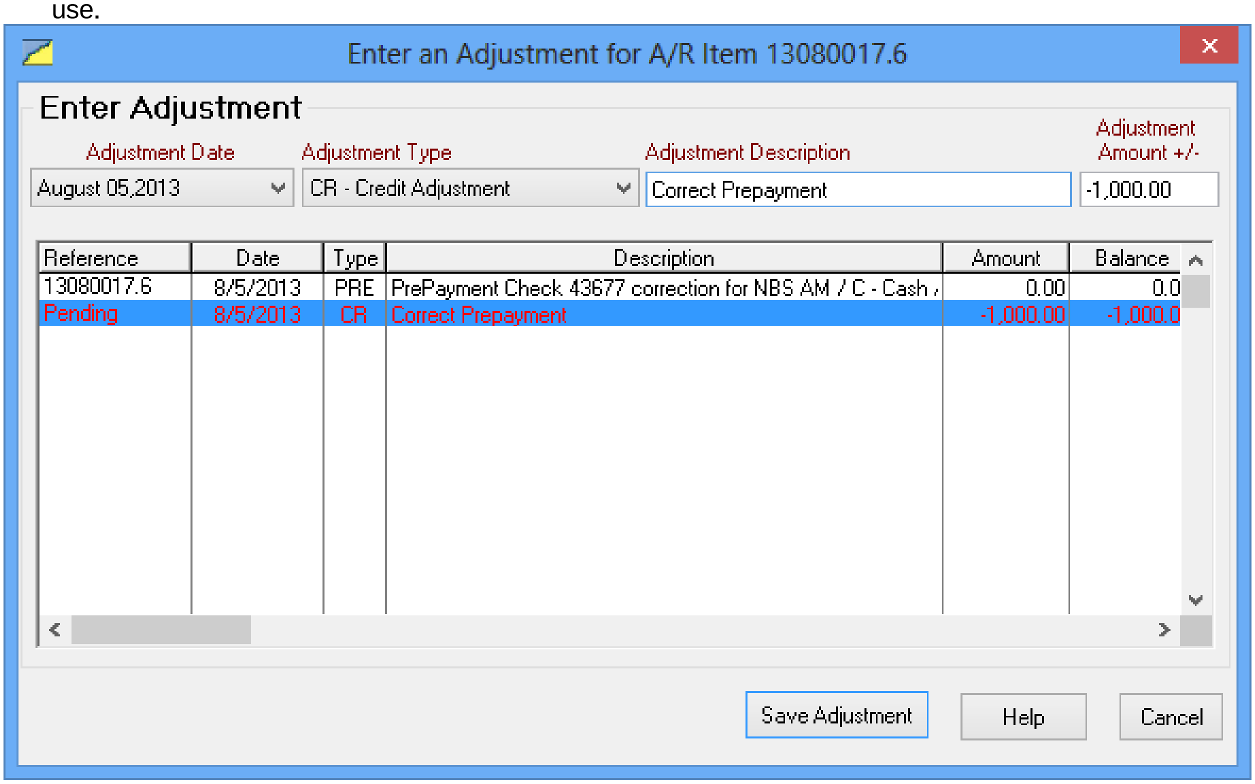
- ❑ **Step 1** - Create 1 or more prepayment credits for 0$ for the correct customer.



- **Step 2** - Post a DR-Debit adjustment to the wrong prepayment for +$1000. This zeroes it out.

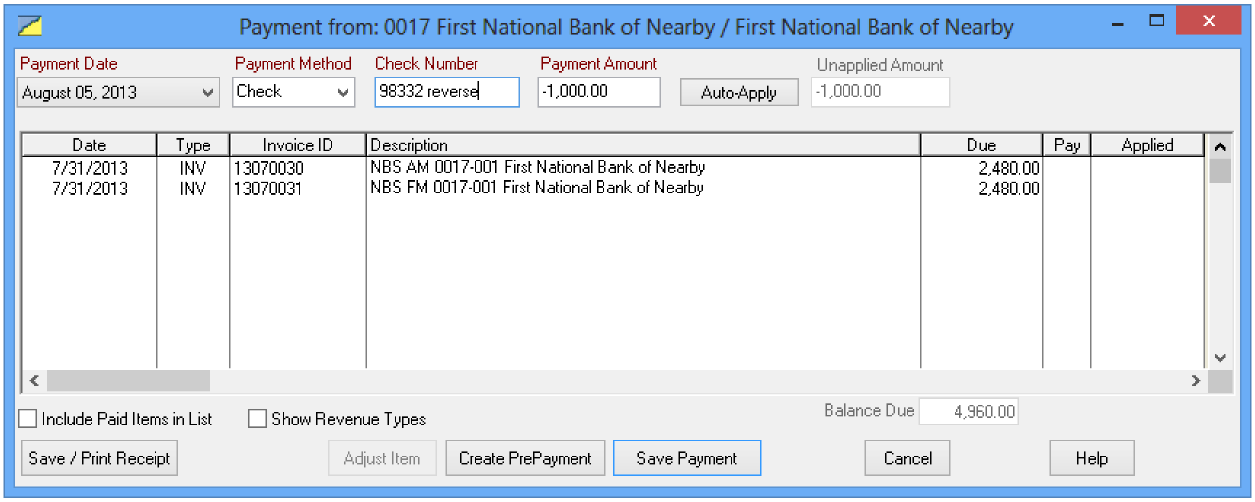


- **Step 3** - Post CR-Credit adjustment to the new $0 Prepayment(s) for -$1000 to hold the credit for future use.

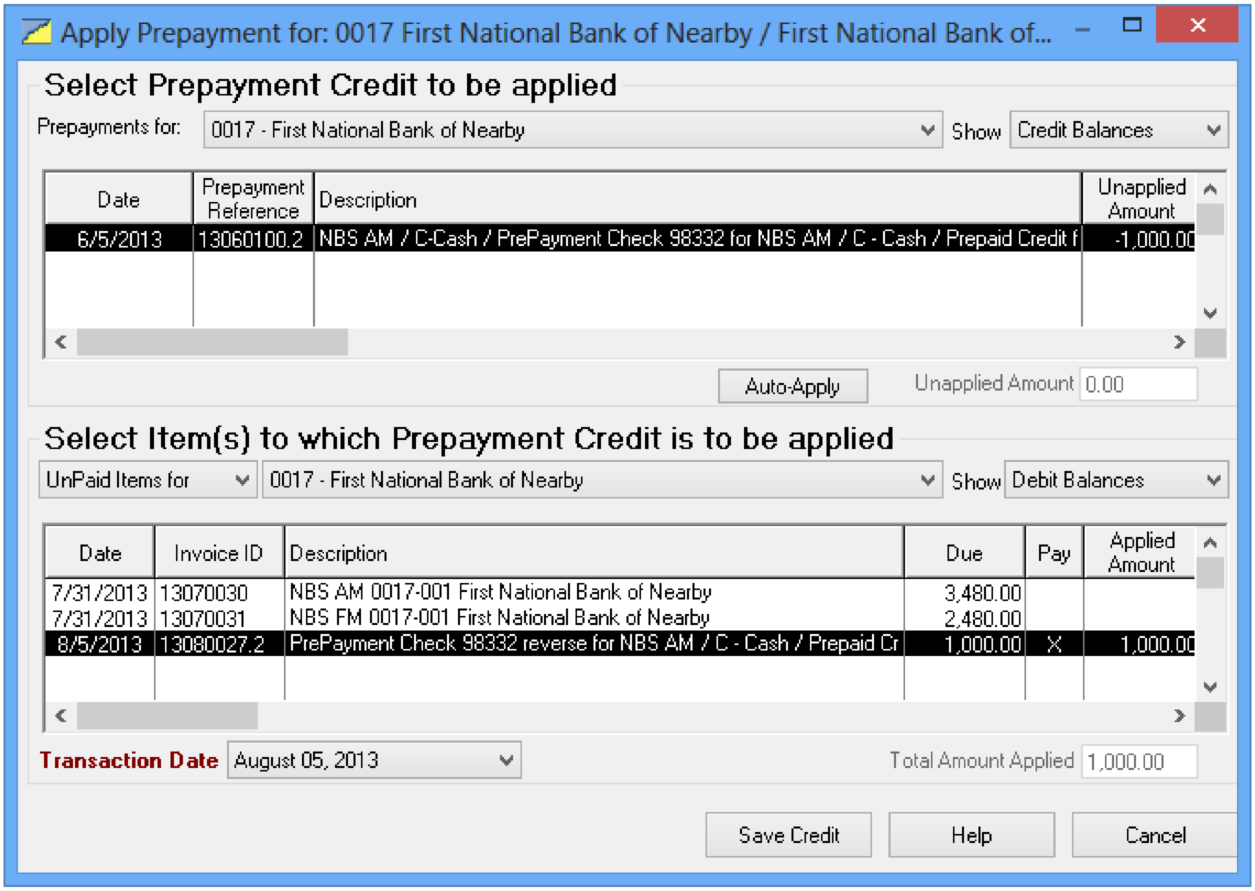


Example F to show corrections on Payments Report Assume same prepayment error as described in Example E on the previous page but you want to show the corrections on current month Payments Report.

- **Step 1 -** Post a negative payment in the current accounting period to reverse the original prepayment. This will be an exact duplicate of the original incorrect payment except all amounts are negative. **After posting the negative payment as shown below, create a normal correct prepayment in the current accounting period.**



- **Step 2 -** Offset the 2 prepayments on the incorrect account [1 positive and 1 negative] against each other to zero both out. On the A/R payments/adjustments, highlight the incorrect customer account and click **[Apply Prepayment].**



Also see

[A/R Error: Payment applied to wrong final invoice]

[A/R Error: Payment applied to invoice but should have been a prepayment on another account]

Accounts Receivable End-of-Month Closing

While we highly recommend performing this process monthly, this process is optional.

Reasons You Should Close Your Books Monthly:

- If you choose not to perform this process at the end of each month, any NL user with applicable permission settings could go back and enter a new transaction or change or delete any transaction in the past. This can change your previous Accounts Receivable reconciliation and therefore throw your current month out-of-balance.

- Not running this process also invites misconduct by your employees. One example could be issuing an invoice, collecting the cash, and then deleting the invoice and pocketing the cash. Once the month is closed, deletions are not allowed and even if the user credits off the invoice balance, at least there is an audit trail and, if require user-login is selected in NL setup, a record of who made the credit entry is saved.

- When this process is performed each month, NL will print a closing confirmation to verify that the closing process has been done and the date and time closing was performed. We recommend accountants collect these confirmation sheets along with the end-of-month accounts receivable reconciliation paperwork to verify that the closing was actually performed.

End-of-Month Closing Defined

This closes an Accounts Receivable month in NL. After a month is closed, NL prohibits entering any Accounts Receivable transactions dated before the last closing date. This serves to protect any month-closing Accounts Receivable reconciliation for that month you have submitted to your accountant from being changed after you submit the reconciliation.

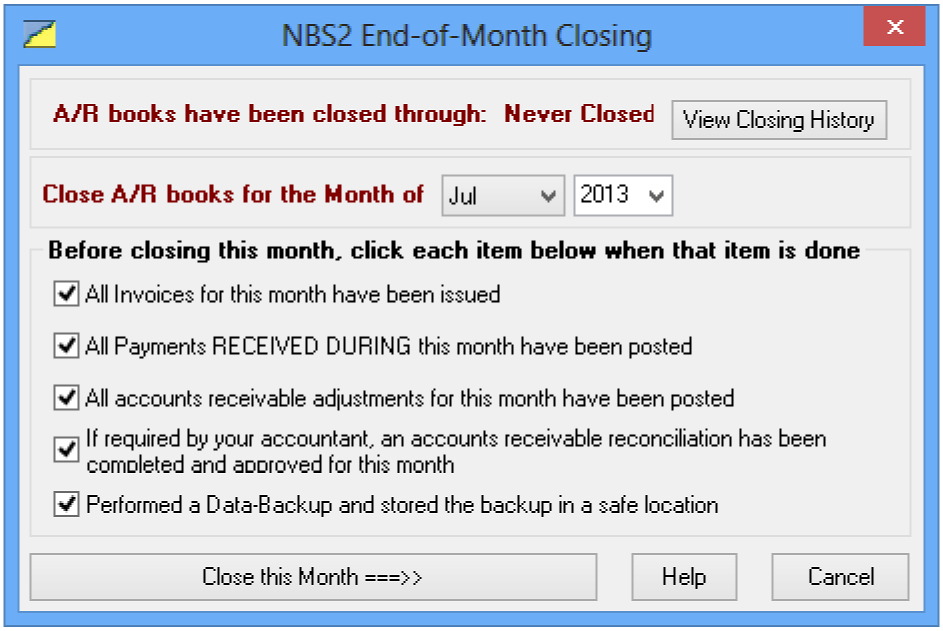
- You can still post payments to invoices issued before that closing date, the payment transaction itself must have a date after the closing date.

- You can still post adjustments to invoices issued before that closing date, the adjusting transaction itself must have a date after the closing date.

- You can still reissue corrected invoices for invoices issued before that closing date, the corrected / reissued invoice will be dated after the closing date.

End-of-Month Closing Process

From the main NL menu click **[Accounts-Receivable][End-of-Month Closing]**. The first time you close a month NL will allow you to specify the month. Thereafter it will automatically close the next month. Before NL will allow you to proceed you must click to verify you have performed the following tasks **prior to closing**.



- All invoices for this month have been issued.
- All payments RECEIVED DURING this month have been posted.
- All accounts receivable adjustments for this month have been posted.
- If required by your accountant, an accounts receivable reconciliation has been completed and approved for this month.
- Performed a data backup and stored it in a safe location.

Then click **[Close this Month ==>]**. NL will then close the month and print a closing confirmation (if a printer is available).

Reports

Natural Log has several standard Reports that are accessible from the Natural Log main screen under **[Reports]**. All of these reports may be printed to paper, sent to an Adobe Acrobat PDF file, or exported a text file for importing into any other program [such as a spreadsheet]. See Types of Reports.

Customizing Reports

The following settings for each report may be customized by the user:

Title/SubTitle
Column Settings
Filter Settings
Sort Settings
Page Settings

Memorized Reports

You can save the customized report settings [described above] for future use by clicking **[Memorize]**. You can later recall them under the **[Reports][Memorized Reports]** menu choice.

Report Groups

You can create report groups and assign specific reports to each group. This allows you to view all reports that you typically use for End of Month, Sales Meetings or your individual station needs. Reports can be added to Groups by clicking **[Memorize]** from within the report and selecting the Group to assign the report to. Report Groups can be viewed under **[Reports][Memorized Reports]**

Report Printing / Exporting

Reports initially appear on-screen but may be printed to any Windows-compatible printer using the **[Print]** button. Any report may be exported using the **[Report][Export Report Data]** menu choice on any report screen. NL can export to a normal text file or to delimited files that can be easily imported into other programs such as Excel. NL also includes a PDF output module so any report can be "printed" to an Adobe Acrobat PDF file for easy transfer via e-mail.

View Underlying Report Data

On reports [except inventory reports] you can **[double-click]** on any data line on the report to view the underlying data that created that line on the report. If the report is a summary type report, a window will open with the details of the summary report line. Then you can **[double-click]** the detail data line you want to display. **Note**: The user must have appropriate user permission to view the underlying data or it won't display!

Example1: On an Order Rates-Lowest Rate report, **[double-click]** on a data line to view that broadcast order.

Example2: On an Accounts Receivable Aging Summary report, if you click on any data line of the report, a window will open to display all transactions included in the line on the summary report. In that detail window you can double-click on any transaction to view that transaction.

See Types of Reports.

Report Types

The following Reports are available in Natural Log. Click a report for a short description and information specific to that report. The reports are accessed under the **[Reports]** menu from the main NL screen.

Customers / Billing History Reports

Customer List
Customer Mail-Labels
Customer Envelopes
Agency List
Agency Account List
Billing History-Monthly Report
Billing History-Quarterly Report
Billing History-Annual Report
Payment History-Monthly Report
Payment History-Quarterly Report
Payment History-Annual Report

Order Lists

Order List-Summary Report
Order List-Confirmations
Order List-Sponsorships
Order Line – Preemptibility Report
Missing Copy Report
Rates Report
Order Rates – Lowest Rate Report
Order Rates – Average Rate Report
Bulk Contract Fulfillment Report

Log Reports

Log-Summary Report
Log-Detail Report
Log-Times Repor
Bumped Items-Summary Report
Bumped Items-Detail Report
NonLog Charge-Summary Report
NonLog Charge-Detail Report

Accounts Receivable Reports

AR Aging-Summary Report
AR Aging-Detail Report
AR Reconciliation-Summary Report
AR Reconciliation-Detail Report
UnApplied PrePayments Report

Transactions Reports

Invoices-Summary Report
Invoices-Detail Report
Invoices-Comparative Report
Payments-Summary Report
Payments-Detail Report

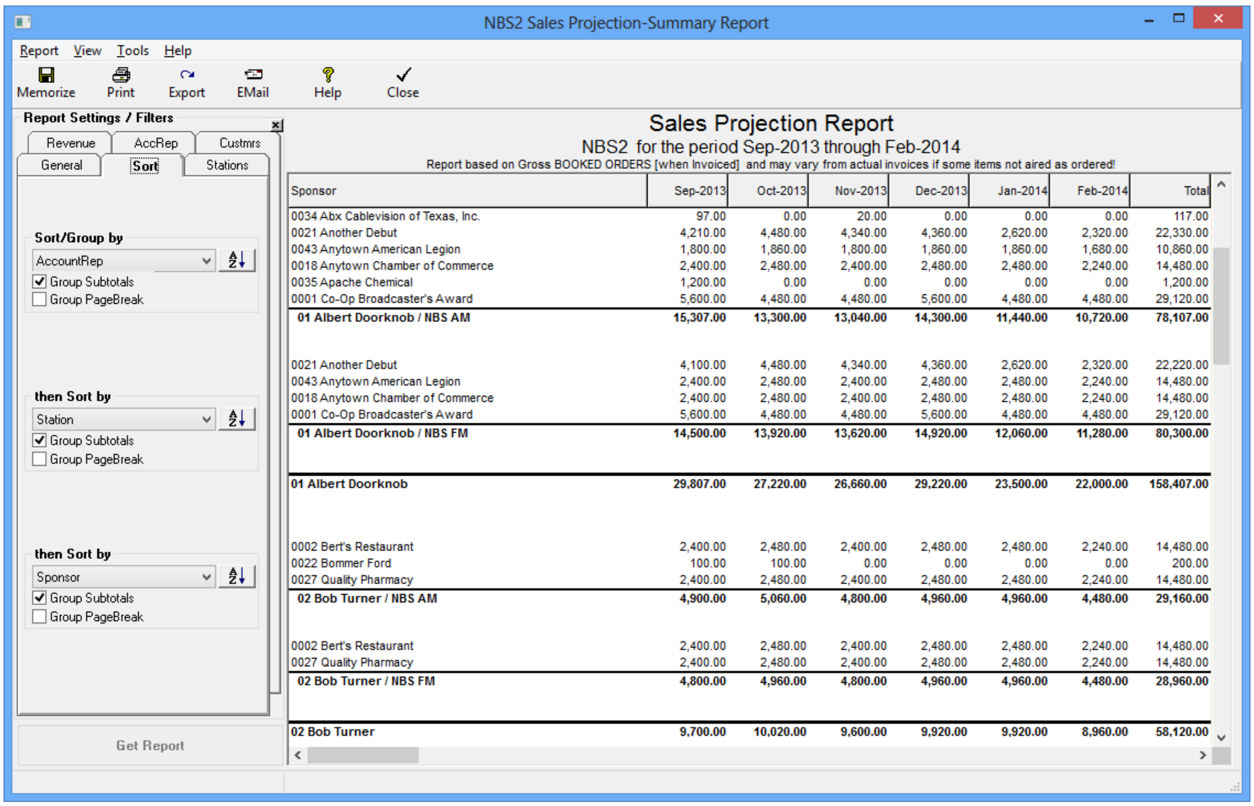
Projection Reports

Inventory Reports

Sorting and Grouping Reports

From the NL main menu, open any report under **[Reports]** and you can click on the **Sort** tab to change the sorting and grouping options for that report.

After making changes, click the **[Get Report]** button to refresh the report. You do not need to "save" the report settings changes unless you want to save them for future use with this report format. See Saving customized report formats. Also see Restore default report format



First Sort

Use the first Sort dropdown box to select the data column to be used as the primary sort column for the list.

Ascending or Descending

The buttons to right of the Sort boxes allow you to sort in Ascending or Descending order.

Group Subtotals

If checked the report will include subtotals for every group of items with the same "sort" value.

Example: If you check **Group Subtotals,** every time the Account Rep changes in the report, a subtotal line will be printed.

Group PageBreak

If checked the report will send a fomrfeed to the printer after the subtotal line for every group of items with the same "sort" value.

Example: If you check **Group PageBreak,** every time the Account Rep changes in the report, a subtotal line will be printed and a new page will be started.

Secondary Sort

Any items with matching entries in the primary Sort data column are then sorted by the column selected in the second Sort dropdown box.

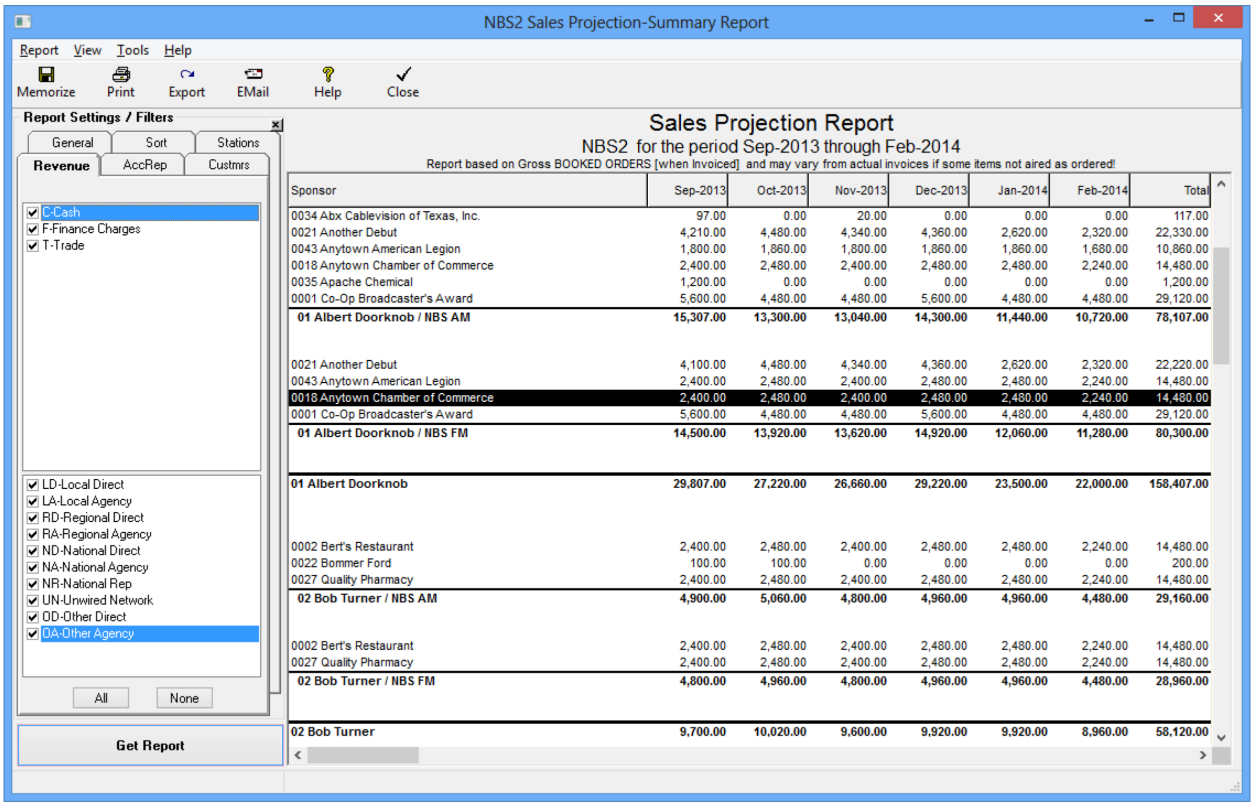
Third Sort

Any items with matching entries in the primary and secondary Sort data columns are then sorted by the column selected in the third Sort dropdown box.

Basic Report Filtering

From the NL main menu, open any report under **[Reports]** and you can click on the following tabs to do basic report filtering. On any tab you can quickly select and un-select many items at once using the **[None]** and **[All]** buttons.

After making changes, click the **[Get Report]** button to refresh the report. You do not need to "save" the report settings changes unless you want to save them for future use with this report format. See [Saving customized report formats](). Also see [Restore default report format]()



- **Stations** Put a check next to the Station(s) to be included
- **Revenue** Put a check next to the Revenue Type(s) to be included
- **AcctRep** Put a check next to the Account Rep(s) to be included
- **Custmr** Put a check next to the Customer(s) to be included

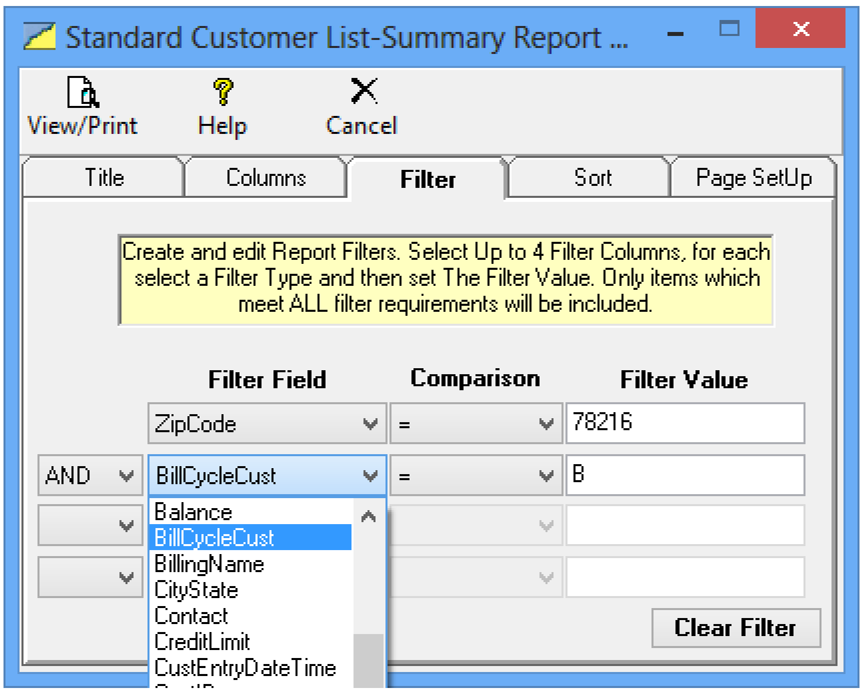
You can use any combination of the checks on multiple tabs to create a complex array of filtering options for any given report. For very complex filters for which these check boxes are insufficient, you need to use [advanced report filtering]().

Advanced Report Filtering

Design Screen

To set the Report advanced filtering (also see basic report filtering) and any filtering on a Browse screen, you first need to display the Design screen by selecting **[Report] [Customize Report Format]** on any report screen or the **[Browser Settings]** button on any Browser screen.

After making changes, click the **[View/Print]** button to refresh the report. You do not need to "save" the report settings changes unless you want to save them for future use with this report format. See Saving customized report formats. Also see Restore default report format



Filter Field

Use this dropdown box to select the data field to be filtered.

Comparison

Use ths dropdown box to select the field to be filtered:

- Most of the comparison operators are common arithmetic operators like = for equal, > for greater than and < for less than.
- <> means not equal to
- IN means that the filtered field must be INCLUDED in the list you print in the Filter Value box for the item to be included in the list. **Example**: You set up a filter of AccountRep IN 1,2,5. This would list all items for AccountReps 1,2 and 5 only. Be sure to include commas between the values in the Filter Value box if you use the IN comparison.
- NOT IN means the items would be included only if their filter field is NOT IN the Filter Value box. See Above.

- LIKE means the filtered field must be 'like' the Filter Value. **Example**: If you select Sponsor LIKE Wal* you will get a list including all items for Sponsors starting with Wal followed by any other characters (e.g. WallyMart, Walls R Us, Walts' Place, etc.) . Be sure to put the * at the end of the Filter Value.

- BETWEEN means the data field must be like the between 2 values in the Filter value box. Be sure to put AND between the values in the Filter Value Box. Example: If you select Sponsor BETWEEN A AND C you will get a list including all items with Sponsor names starting with the letters A,B, or C.

Filter Text
This text box is where you enter the value for the filtering.

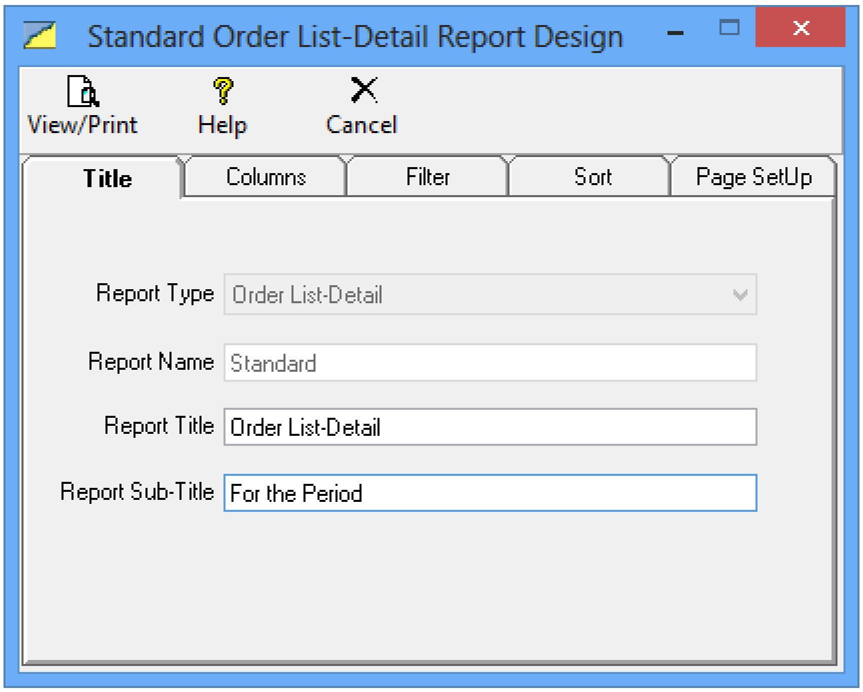
AND or OR
Only if you want to add another filter restriction, click the **[AND]** or **[OR]** selection on the next line and repeat the above entries for the second filter line. Continue for as many filter lines as you need.

Report Title / SubTitle Settings

Design Screen

To set the Title and SubTitle to be printed, you first need to display the Design screen by selecting **[Report] [Customize Report Format]** on any report screen.

After making changes, click the **[Get Report]** button to refresh the report. You do not need to "save" the report settings changes unless you want to save them for future use with this report format. See Saving customized report formats. Also see Restore default report format



Report Name

For customized Reports, this is the unique name by which you may recall a customized report design.

Report Title

This is the main title heading to be printed at the top of the printed page in large print.

Report SubTitle

This is a sub heading to be printed as the second line of the page header in medium print.

See Saving customized report formats.
See Restore default report format

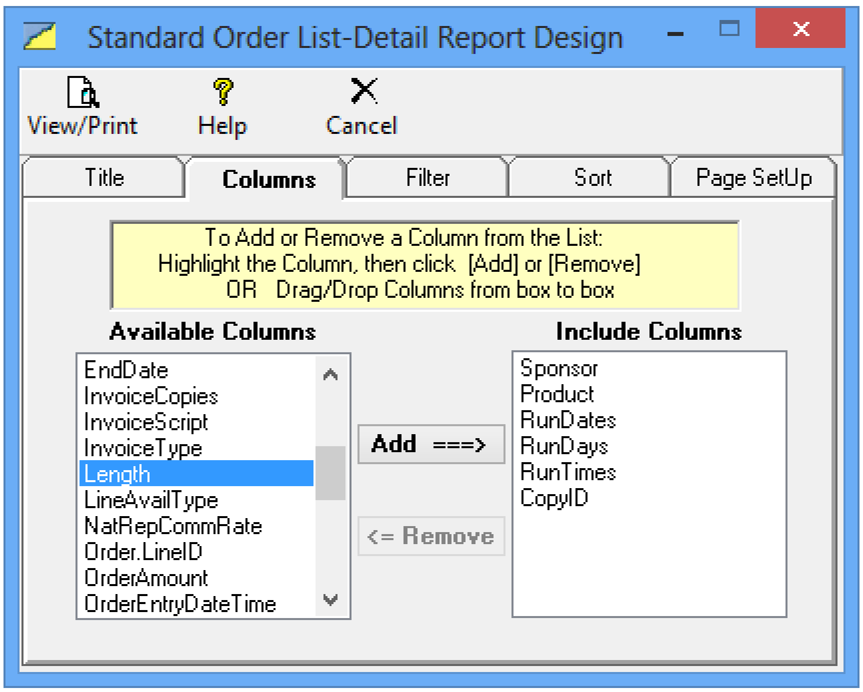
Selecting Columns to Include

Design Screen

To set the columns to be included in a Browser screen or a Report, you first need to display the Design screen selecting **[Report] [Customize Report Format]** on any report screen, the **[Browser Settings]** button on any Browser screen, or the **[Log Editor Settings]** on the Log Editor screen.

> **Only certain columns can be removed from a report. Numeric columns that are an integral part of the report may not be removed.**

After making changes, click the **[View/Print]** button to refresh the report. You do not need to "save" the report settings changes unless you want to save them for future use with this report format. See Saving customized report formats. Also see Restore default report format



Selecting Columns

You will see 2 boxes on the column selection screen.

- One is **Available Columns** and the other is **Included Columns**.
- You may drag and drop the columns back and forth between these boxes to either include or exclude a column from the report or Browser list.

Setting Column Widths

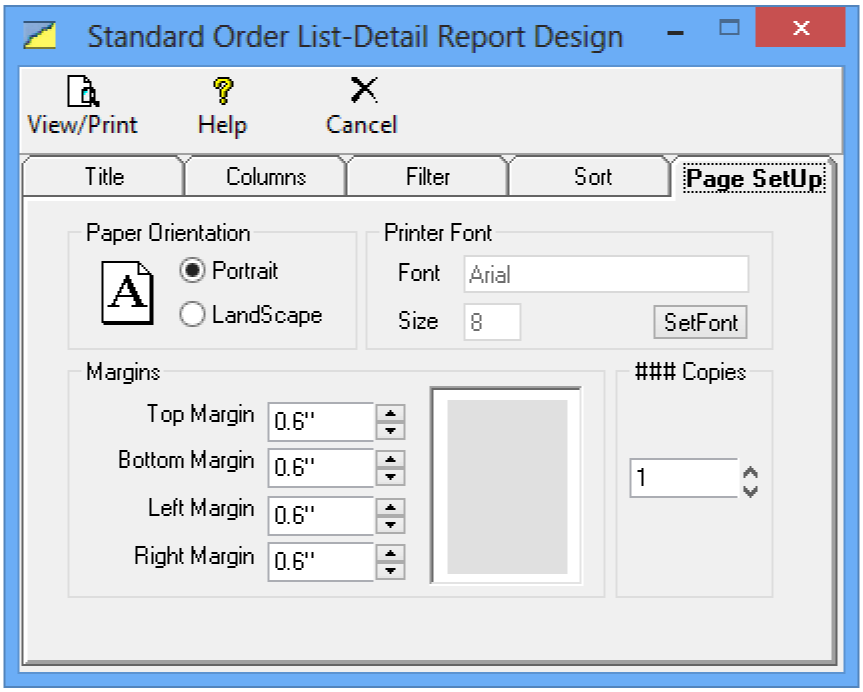
When you preview a report or a Log printout, or on a Browser screen, you may drag the column separators left or right to adjust the column widths. Natural Log will remember the most recent column settings for each report and the Browser screen.

Reports and Browsers Page Setup

Design Screen

To set the page layout, you first need to display the Design screen by selecting **[Report] [Customize Report Format]** on any report screen, the **[Browser Settings]** button on any Browser screen, or the **[Print] [LogPage Setup]** on the Log Editor screen.

After making changes, click the **[View/Print]** button to refresh the report. You do not need to "save" the report settings changes unless you want to save them for future use with this report format. See Saving customized report formats.



Orientation

If your printer permits, you may select Portrait or Landscape paper orientation. Landscape will rotate the paper 90 degrees and allow more width for printing data on each line.

Margins

You may select the desired margins (in inches) for top, bottom, left, and right.

Font

You may select any font that has been installed for your printer.

FontSize

You may select any available font size for the printout. **WARNING** While any fontsize is technically available, font sizes larger than 12 will allow very little information to be printed in columns. We recommend you use the default font sizes.

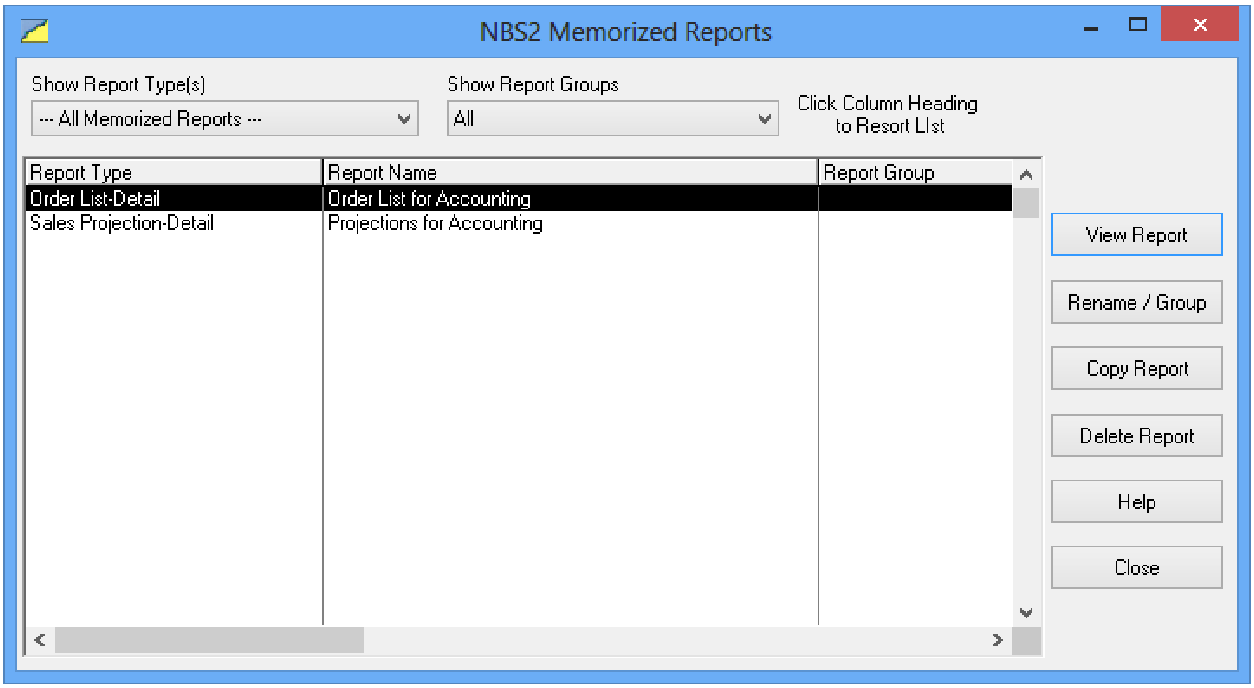
Also see including columns in reports

Saving Customized Report Settings

On any Report screen, if you make changes to the report settings such as sorting and grouping, columns, title, or filtering you can save the changes to the report format for future use click **[Report] [Memorize Report Format]**

You can then instantly recall that modified report format from the **Report Name** dropdown box when that report type screen is displayed or from the **[Reports][Memorized Reports]** selection from the main menu.

You can also view Reports by Group by selecting the Group name under **Show Report Groups.**



Also see [Restore default report format]

Restoring Default Report Format Settings

On any Report screen, if you make changes to the report settings such as sorting and grouping, columns, title, or filtering. If you want to restore the default report format for that report click **[Report][Restore Default Format]**

Also see [Memorizing report formats]

Customer List / Mailing Labels / Envelopes / Mail-Merge

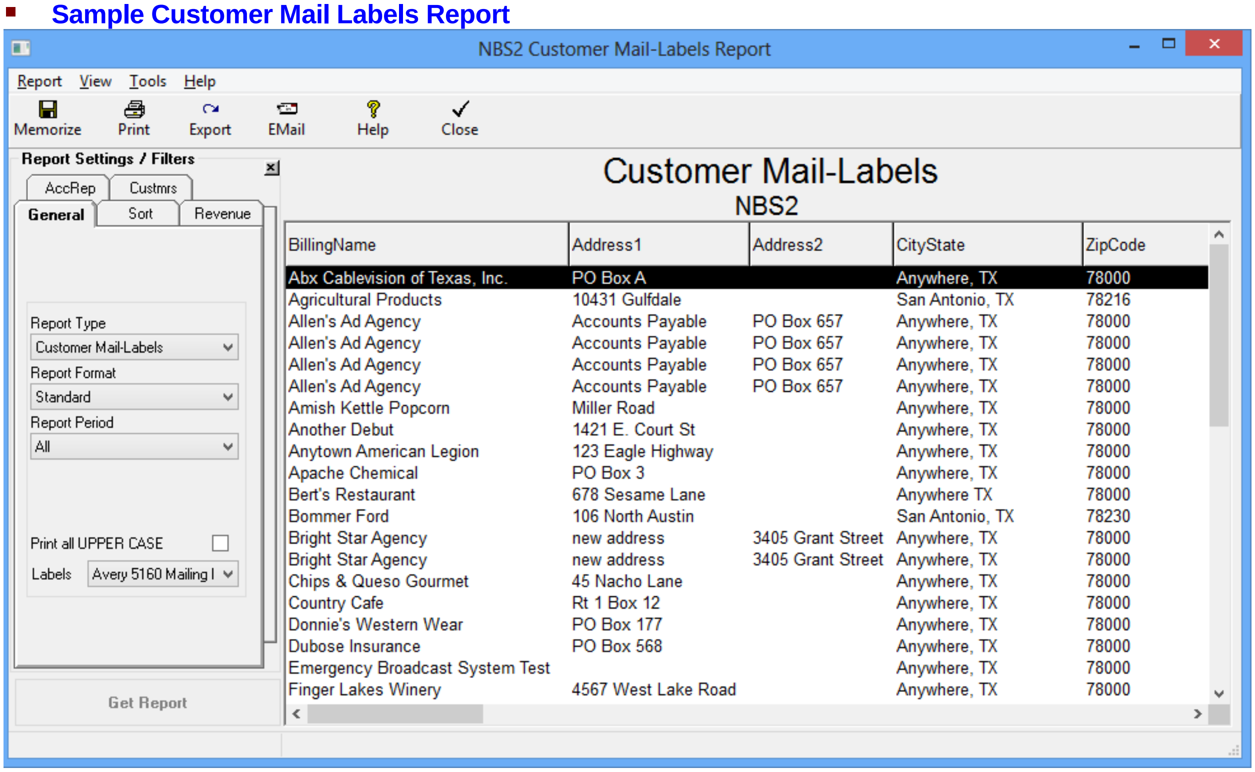
Report Description

This report prints a list of active customers. From this same report screen you may also print **Customer Mailing Labels** and **Customer Envelopes**. To get to these reports, from the main NL menu, select **[Reports][Customer Lists / Billing History].**

- On the **General** tab [described below] you can select the main settings for the report.
- On the **Sort** tab you can control how the report is sorted and grouped.
- Use the **AcctRep, Revenue, and Custmrs** tabs to perform basic report filtering. Also see advanced filters to handle complex filtering.
- You may customize the report format to select which columns are displayed, the page layout to select font, paper margins, and paper orientation, and the report title and subtitle text.

.

- **Sample Customer Mail Labels Report**



General Tab - Report Format

Standard is default but you may also use this dropdown box to select another customized report format you have previously saved. See Saving customized report formats. Also see Restore default report format

General Tab - Report Type

The Customer List report screen has 3 types of reports:

- **Customer List-Summary**
- **Customer Mail Labels**
- **Customer Mail-Merge** [creates tab-delimited Mail-Merge data file for MS Word documents**]**
- **Customer Envelopes**

General Tab - Report Period

The Customer List / Mailing Labels / Envelopes report screen has 3 types of report periods:

- **All** Include all customers whether they have or have not had activity
- **Active Since** Include only customers that have been active since the date you specify in the date boxes displayed when you select this report period.
- **Not Active Since** Include only customers that have not have been active since the date you specify in the date boxes displayed when you select this report period.

Note: For purposes of this report, "active date" is defined as the LATER of:
1. The last date a transaction was posted to the account
   or
2. The end date of the latest-running broadcast order on the account.

General Tab - Labels

**Only applies if Customer Mailing Labels report is selected. This allows you to select the label type you want to print. Supported label types are:

Avery 5160 mailing labels	8.5 x 11 sheets 10 rows x 3 columns
Avery 5161 mailing labels	8.5 x 11 sheets 10 rows x 2 columns
Avery 5162 mailing labels	8.5 x 11 sheets 7 rows x 2 columns.

Most office supplies carry these or a type of label compatible with these.

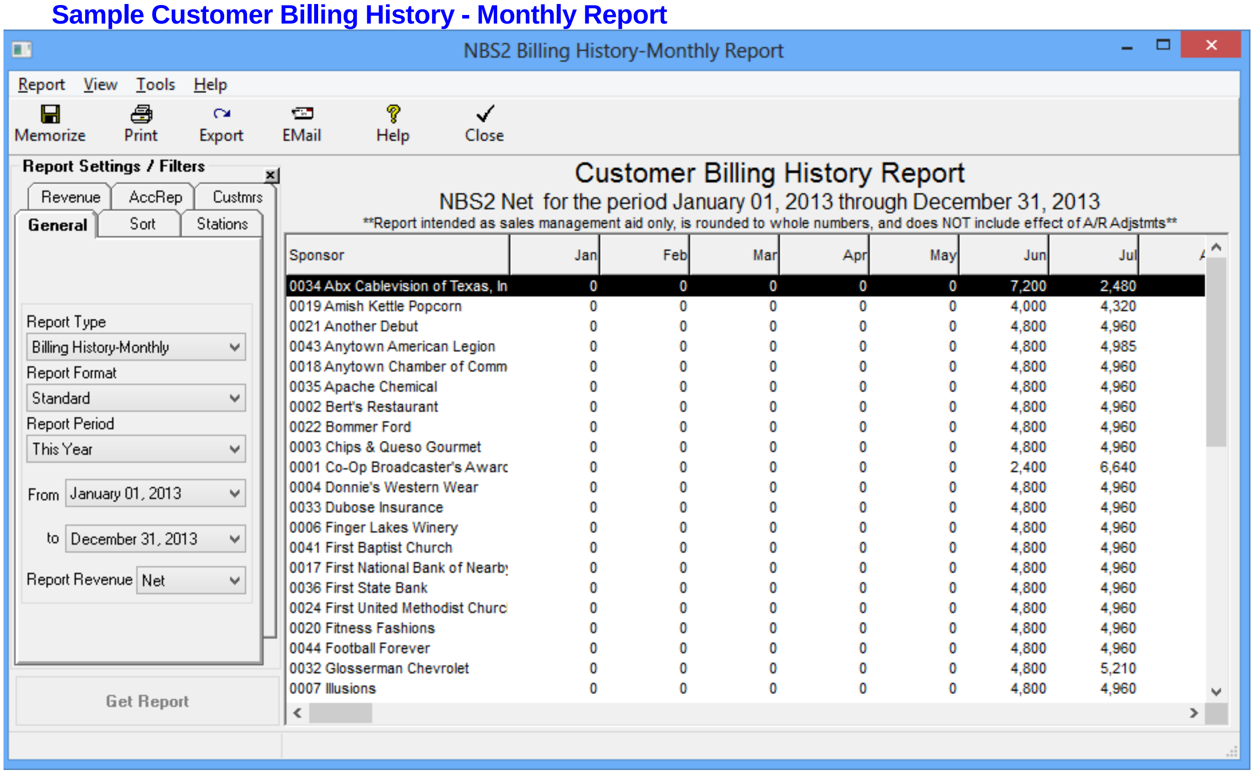
Customers Billing / Payment History Reports

Report Description

This report prints customer payment or billing history by month, quarter or annually. It can go back as far as you save data in NL (usually data is saved for 5 years). To get to these reports, from the main NL menu, select **[Reports][Customer Lists / Billing History].**

- On the **General** tab [described below] you can select the main settings for the report.
- On the **Sort** tab you can control how the report is sorted and grouped.
- Use the **Stations**, **AcctRep, Revenue, and Custmrs** tabs to perform basic report filtering. Also see advanced filters to handle complex filtering.
- You may customize the report format to select which columns are displayed, the page layout to select font, paper margins, and paper orientation, and the report title and subtitle text.

Sample Customer Billing History - Monthly Report



General Tab - Report Format

Standard is default but you may also use this dropdown box to select another customized report format you have previously saved. See Saving customized report formats. Also see Restore default report format

General Tab - Report Type

The Customer History report screen has 6 types of reports:

- **Billing History-Monthly**
- **Billing History-Quarterly**
- **Billing History-Annually**
- **Payment History-Monthly**
- **Payment History-Quarterly**
- **Payment History-Annually**

General Tab - Report Period

The Customer History report screen has these report periods:

- **Custom Dates** You can use the dropdown date boxes to select the date range for the report
- **This Year, Last Year** Includes only the current or previous year (based on the date in your computer)
- **Last 2 Years, Last 3 Years, Last 4 Years, Last 5 Years** Includes the selected number of years. On quarterly and monthly reports each year will be on one row and the month or quarter will be columns.

General Tab - Report Revenue

You can select to report on **gross** [before agency commission] or **net** [after agency commission] figures. Either way, tax is not included in the figures. All numbers are rounded to the nearest whole currency value (dollars in US).

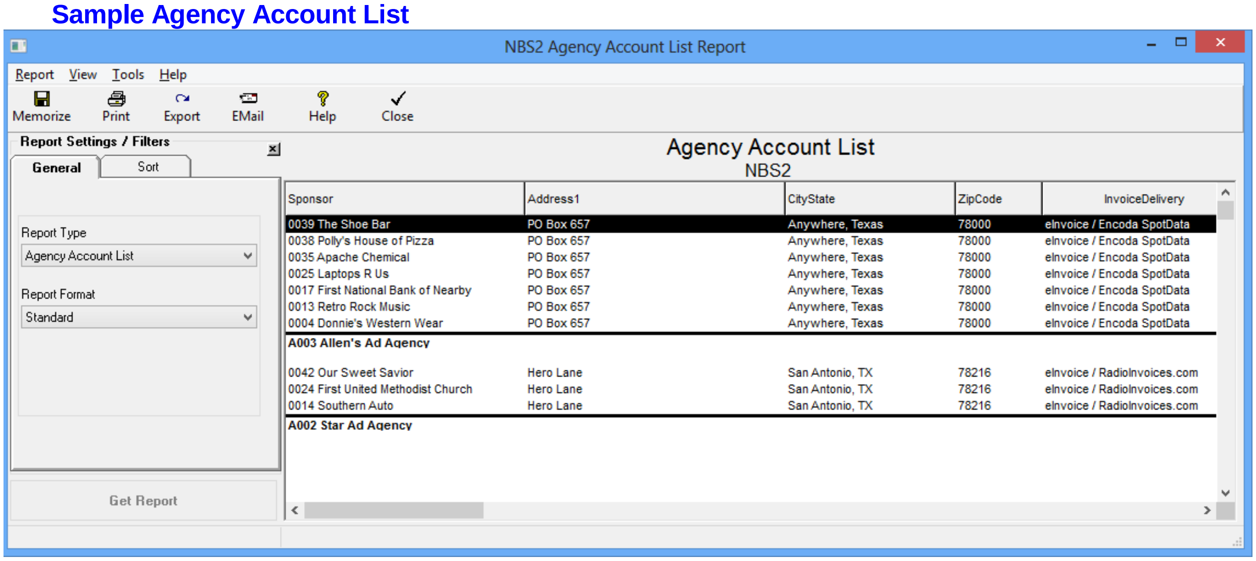
Agency List / Agency Account List Reports

Report Description

The **Agency List** report prints a list of agencies. The **Agency Account List** report prints a list of the NL customer accounts belonging to each agency.To get to these reports, from the main NL menu, select **[Reports][Customer Lists / Billing History][Agencies].**

- On the **General** tab [described below] you can select the main settings for the report.
- On the **Sort** tab you can control how the report is sorted and grouped.
- You may customize the report format to select which columns are displayed, the page layout to select font, paper margins, and paper orientation, and the report title and subtitle text.

Sample Agency Account List



General Tab - Report Format

Standard is default but you may also use this dropdown box to select another customized report format you have previously saved. See Saving customized report formats. Also see Restore default report format

General Tab - Report Type

The Agency report screen has 2 types of reports:

- **Agency List** - Prints a list of agencies
- **Agency Account List** - Prints a list of the customer accounts belonging to each agency

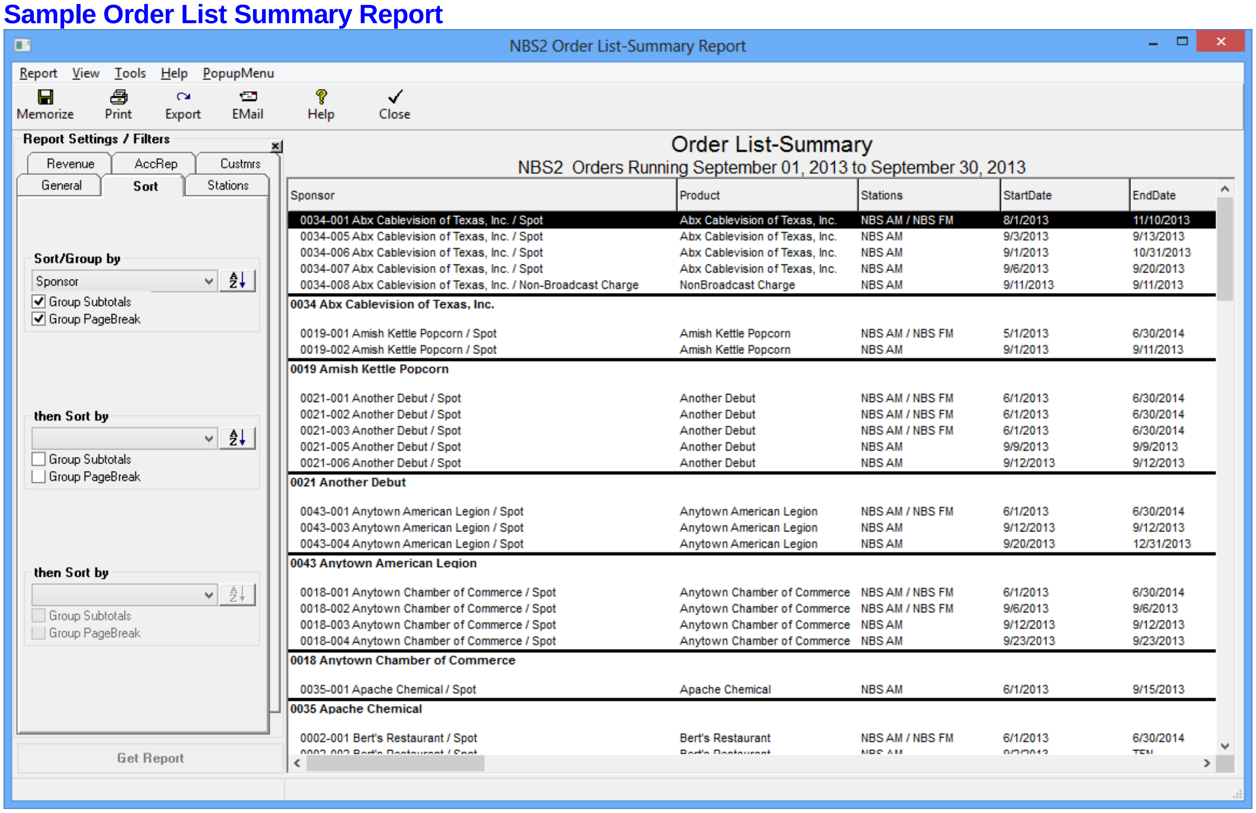
Order Lists / Missing Copy Report

Report Description

This report screen generates a summary or detailed list of orders. You may also print Order Confirmations for a group of selected orders. You can also get an order list including only those orders with "Missing Copy" as well a list of Sponsors using specified avail types. To get to these reports, from the main NL menu, select **[Reports][Order Lists].**

- On the **General** tab [described below] you can select the main settings for the report.
- On the **Sort** tab you can control how the report is sorted and grouped.
- Use the **Stations, AcctRep, Revenue, and Custmrs** tabs to perform basic report filtering. Also see advanced filters to handle complex filtering.
- You may customize the report format to select which columns are displayed, the page layout to select font, paper margins, and paper orientation, and the report title and subtitle text.

Sample Order List Summary Report



General Tab - Report Format

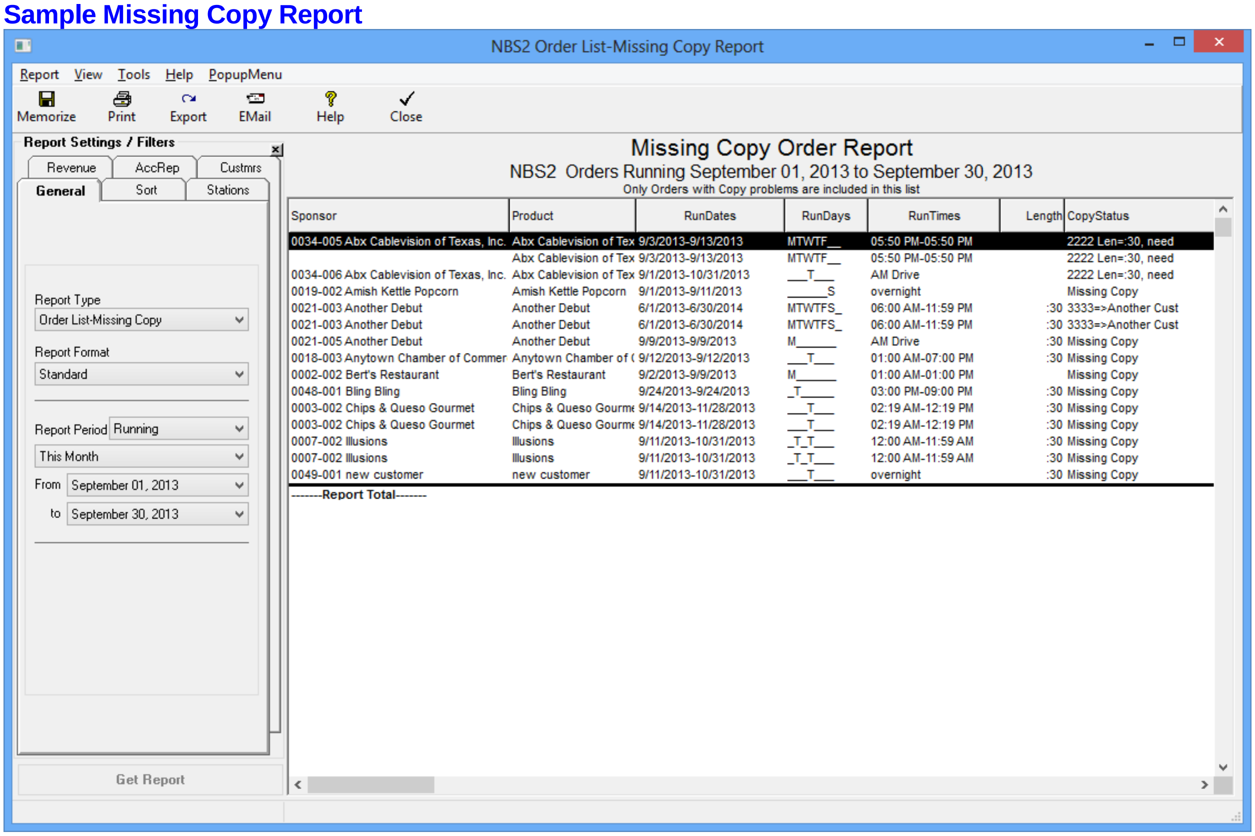
Standard is default but you may also use this dropdown box to select another customized report format you have previously saved. See Saving customized report formats. Also see Restore default report format

General Tab - Report Type

The Order List report screen has 3 types of reports:

- **Order List-Summary** - Prints a summary of each order such as rundates, etc.
- **Order List-Confirmations** - Print a confirmation for each order. This is useful if you need to print confirmations for quite a few Orders so it would inconvenient to do each individually from the Order entry screen.
- **Order List-Sponsorships** - Prints a summary for each order-line containing the specified Avail Type.
- **Order List-Missing Copy** - Scans all orders running in the specified period and reports only those with CopyID missing or with other copy problems such as "hold" status, wrong length copy, or expired copy.

Sample Missing Copy Report



General Tab - Report Period

The Orders List report screen has 4 types of report periods:

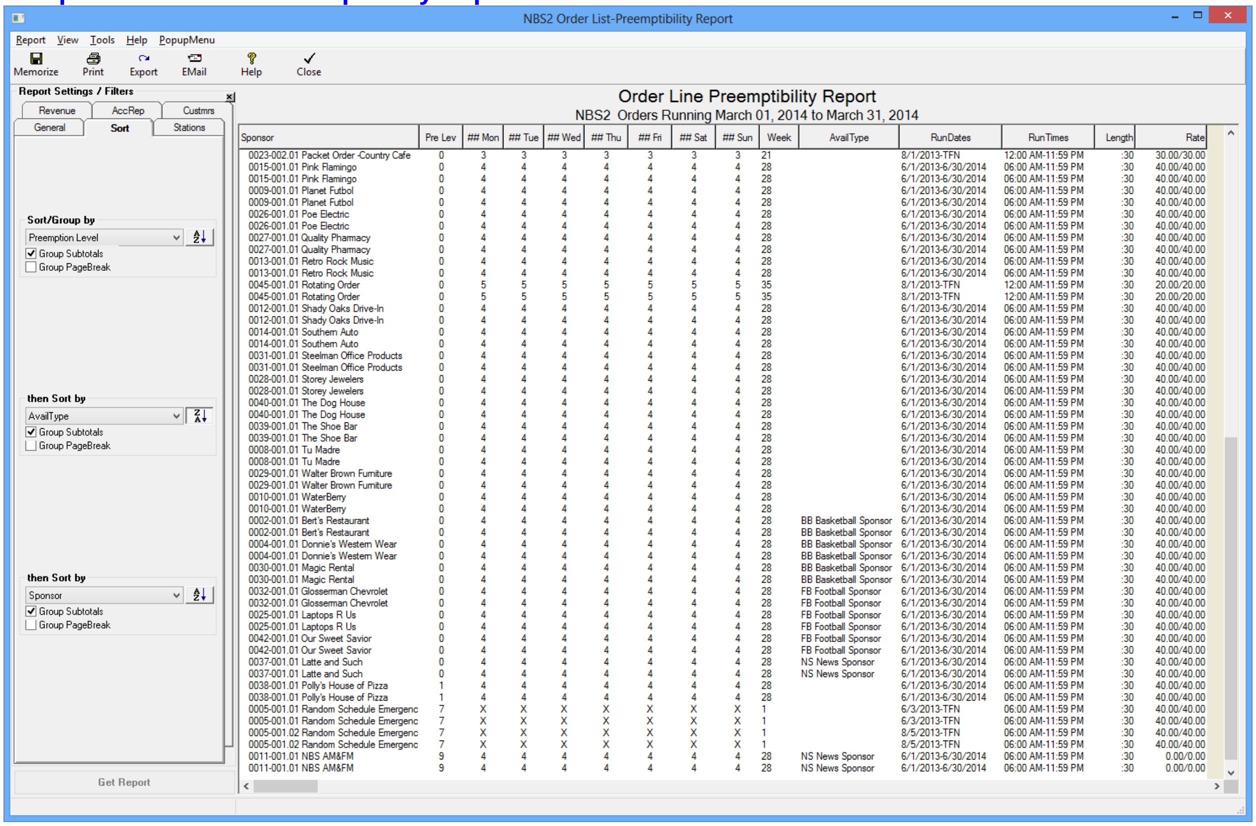
- **All** Include all orders in the NL system.
- **Running** Include only orders that run during the specified period.
- **Starting** Include only orders starting their run within the specified period.
- **Expiring** Include only orders ending their run within the specified period.

Order Line – Preemptibility Report

Report Description

This report screen generates a detailed list of orders, including the preemption level of each order line. The report can be sorted by preemption level, # of spots per day, avail type, etc. To get to this report, from the main NL menu, select **[Reports][Order Reports][Order Line-Preemptibility Report].**

Sample Order Line – Preemptibility Report



Order Rates Report

Report Description

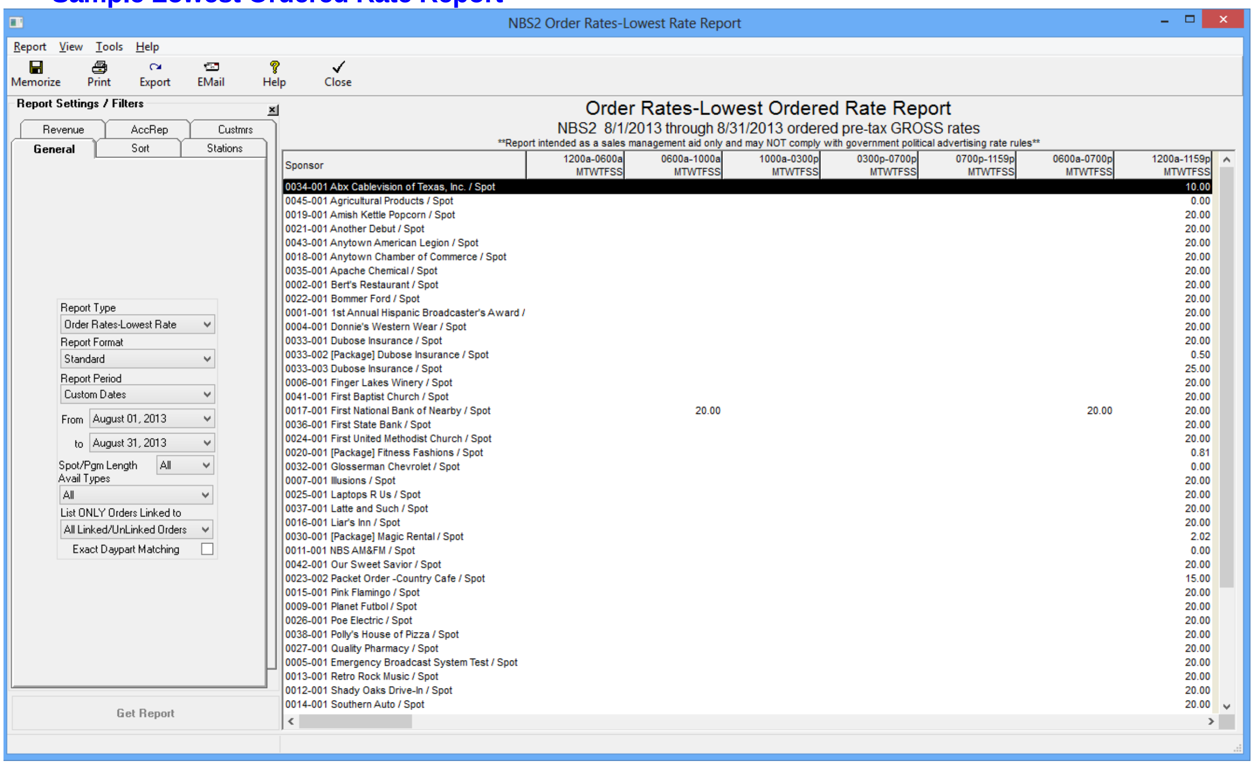
This report screen generates a report of rates on orders. To get to this report, from the main NL menu, select **[Reports][Order Rates].** Note: On these reports all rates listed are pre-tax **gross** [pre-commission].

*****WARNING***** Government regulations regarding lowest-rate requirements for political advertising are very complex. This report may be configured by the end-user to suit the end-users specific situation. For this reason, the developer and publisher of NL make no representation that this report complies with those political advertising rules. This report should be configured and used only in accordance with the legal advice of a communications attorney familiar with the nuances of the political advertising rules.

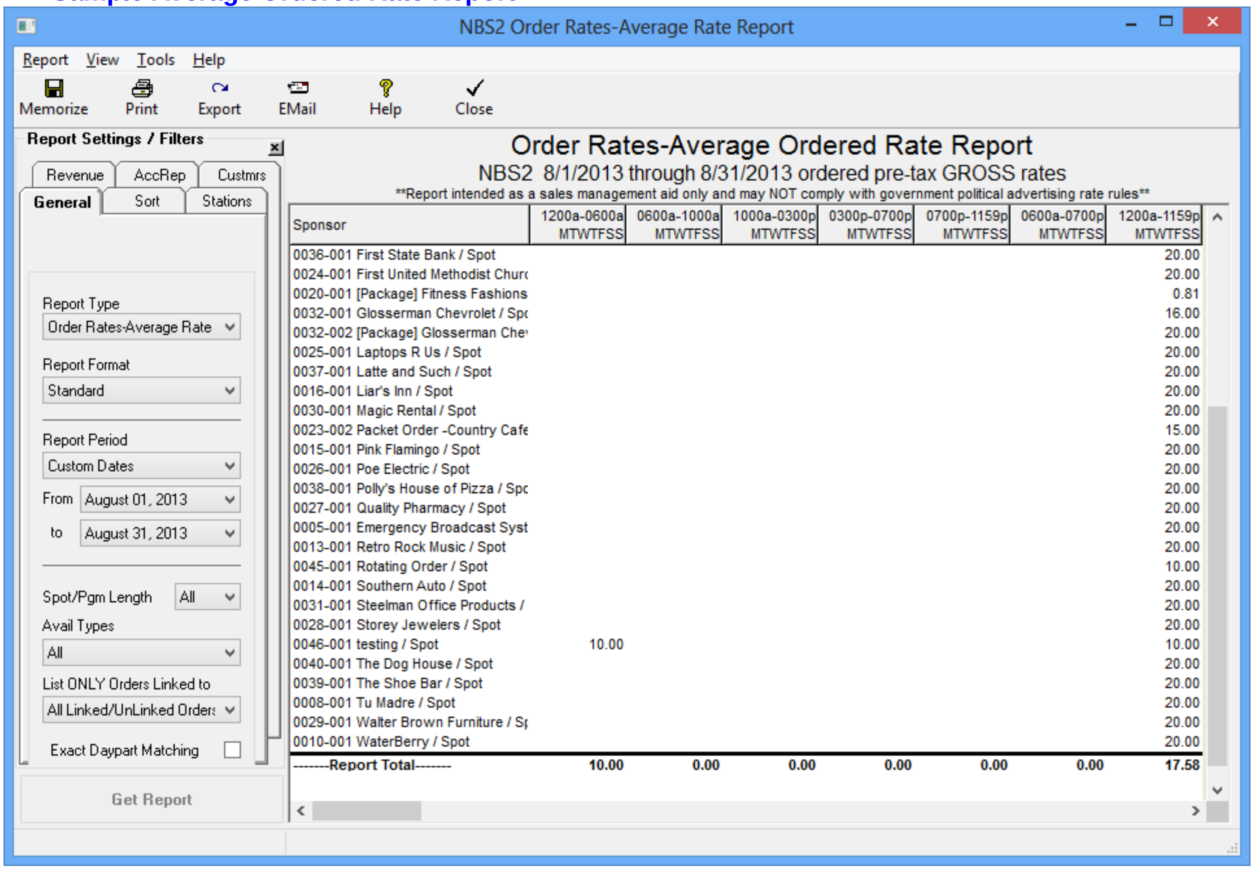
- On the **General** tab [described below] you can select the main settings for the report.
- On the **Sort** tab you can control how the report is sorted and grouped.

- Use the **Stations, AcctRep, Revenue, and Custmrs** tabs to perform basic report filtering. Also see advanced filters to handle complex filtering.
- You may customize the report format to select which columns are displayed, the page layout to select font, paper margins, and paper orientation, and the report title and subtitle text.
- You can also limit and customize dayparts by selecting **[Report][Customize Report Format][Daypart Columns].**

Sample Lowest Ordered Rate Report



Sample Average Ordered Rate Report



Order Rates-Average Ordered Rate Report

NBS2 8/1/2013 through 8/31/2013 ordered pre-tax GROSS rates

Report intended as a sales management aid only and may NOT comply with government political advertising rate rules

Sponsor	1200a-0600a MTWTFSS	0600a-1000a MTWTFSS	1000a-0300p MTWTFSS	0300p-0700p MTWTFSS	0700p-1159p MTWTFSS	0600a-0700p MTWTFSS	1200a-1159p MTWTFSS
0036-001 First State Bank / Spot							20.00
0024-001 First United Methodist Churc							20.00
0020-001 [Package] Fitness Fashions							0.81
0032-001 Glosserman Chevrolet / Spc							16.00
0032-002 [Package] Glosserman Che							20.00
0025-001 Laptops R Us / Spot							20.00
0037-001 Latte and Such / Spot							20.00
0016-001 Liar's Inn / Spot							20.00
0030-001 Magic Rental / Spot							20.00
0023-002 Packet Order -Country Cafe							15.00
0015-001 Pink Flamingo / Spot							20.00
0026-001 Poe Electric / Spot							20.00
0038-001 Polly's House of Pizza / Spc							20.00
0027-001 Quality Pharmacy / Spot							20.00
0005-001 Emergency Broadcast Syst							20.00
0013-001 Retro Rock Music / Spot							20.00
0045-001 Rotating Order / Spot							10.00
0014-001 Southern Auto / Spot							20.00
0031-001 Steelman Office Products /							20.00
0028-001 Storey Jewelers / Spot							20.00
0046-001 testing / Spot	10.00						10.00
0040-001 The Dog House / Spot							20.00
0039-001 The Shoe Bar / Spot							20.00
0008-001 Tu Madre / Spot							20.00
0029-001 Walter Brown Furniture / Sp							20.00
0010-001 WaterBerry / Spot							20.00
-------Report Total-------	10.00	0.00	0.00	0.00	0.00	0.00	17.58

General Tab - Report Format

Standard is default but you may also use this dropdown box to select another customized report format you have previously saved. See Saving customized report formats. Also see Restore default report format

General Tab - Report Type

The Order Rates report screen has 3 types of reports. **NOTE**: On package rate orders, for the purposes of these reports, NL shows the per-broadcast rate computed by dividing the package amount billed in the report period by the number of items running in the report period.

- **Order Rates-Summary** - Prints a summary of each order's low, average, and high rate.
- **Order Rates-Lowest Rate** - For each order running within the report period, creates a list of the lowest ordered rate broken out by daypart. You can change the report daypart columns used with the **Orders Rates-Lowest Rate** and **Order Rates-Average Rates** reports using the **[Report][Customize Report Format][Daypart Columns]** menu choice on the report screen. You can set specific start and end times or select time classes.
- **Order Rates-Average Rate** - For each order running within the report period, creates a list of the average ordered rate broken out by daypart. You can change the report daypart columns with the Inventory Report screen displayed using the **[Report][Customize Report Format][Daypart Columns]** menu choice on the report screen. You can set specific start and end times or select time classes.

General Tab - Report Period

The Orders-Rate report screen allows you to select the specific period to be reported as a date range or a specific period such as Next Month, Next Quarter, etc.

General Tab - Spot - Pgm Length

You can restrict the spot length or program length to be considered in the report.

General Tab - Include Avail Types

You can restrict the report to include only specific avail types such as sponsorships.

General Tab - Exact DayPart Matching

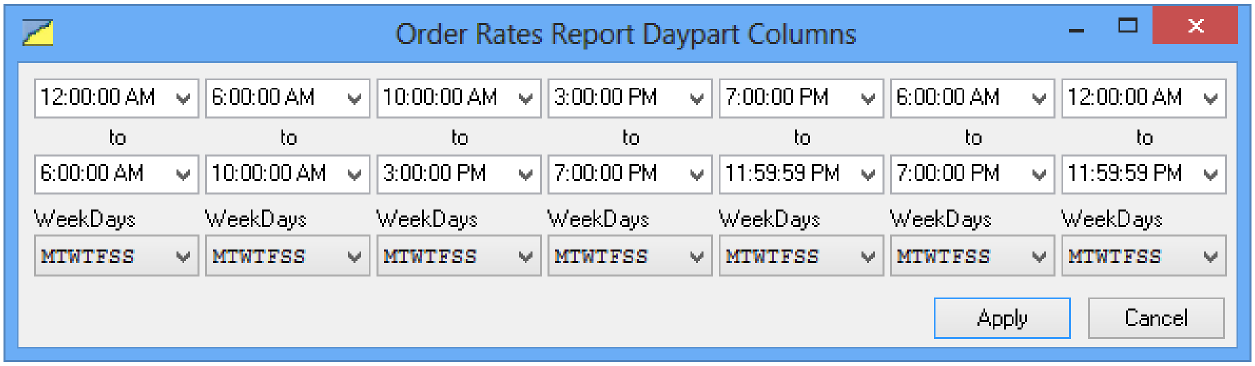
[This does not apply to the Order rates-Summary report]. The default value is **unchecked** which causes the report to include an item in a daypart column if its schedule time falls within that daypart column. If **checked** this causes the report to include an item in a daypart column only if its schedule time exactly matches the daypart column. **Example:** Assume you have a spot scheduled at 8:10 AM.

- With **Exact DayPart Matching unchecked** this spot would be included in the 6:00AM-9:59AM column because its schedule time does falls completely within the daypart column settings.
- With **Exact DayPart Matching checked** this spot would not be included in the 6:00AM-9:59AM column because its schedule time does not exactly match the daypart column settings.

Warning: Exact Daypart Matching has no effect when you use time classes in the report columns or on an order line. Those items are only included in a column when the named time class on the order line exactly matches the named time class in the report column.

Order Rates Report Daypart Columns

Report daypart columns on the **Order Rates-Lowest Rate** and **Order Rates-Average Rate** report screens can be modified using the **[Report] [Customize Report Format] [DayPart Columns]** menu on the report screen. Set start and end times and days to be included in each column or select time classes.


Order Rates Report Daypart Columns
12:00:00 AM
6:00:00 AM
10:00:00 AM
3:00:00 PM
7:00:00 PM
6:00:00 AM
12:00:00 AM
to
6:00:00 AM
10:00:00 AM
3:00:00 PM
7:00:00 PM
11:59:59 PM
7:00:00 PM
11:59:59 PM
WeekDays
MTWTFSS
Apply
Cancel

Bulk Contract Fulfillment

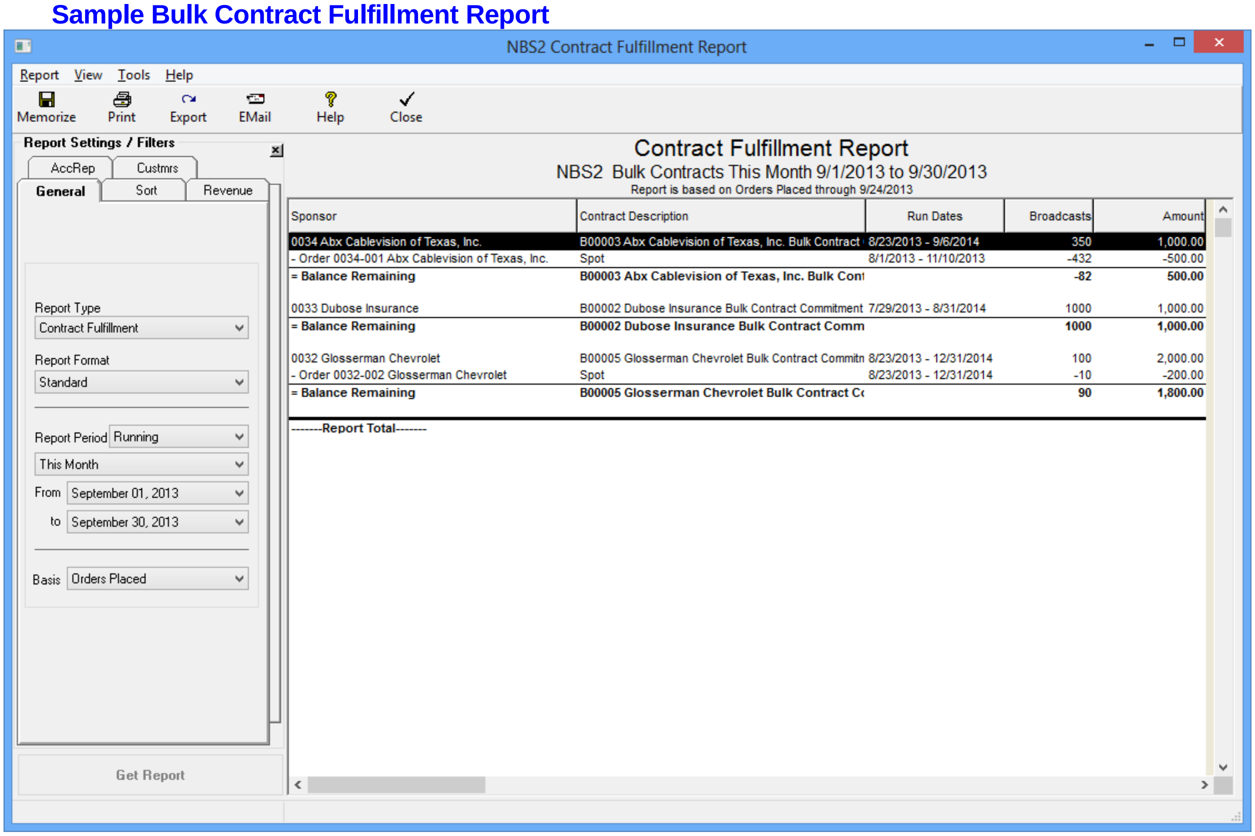
See Bulk Contracts

Report Description

This report screen generates a report showing bulk contracts for a selected period, all orders applied to those bulk contracts, and the number of spots and cost still pending on the bulk contract. To get to this report, from the main NL menu, select **[Reports][Order Lists]**.

- On the **General** tab [described below] you can select the main settings for the report.
- On the **Sort** tab you can control how the report is sorted and grouped.
- Use the **AcctRep, Revenue, and Custmrs** tabs to perform basic report filtering. Also see advanced filters to handle complex filtering.
- You may customize the report format to select which columns are displayed, the page layout to select font, paper margins, and paper orientation, and the report title and subtitle text.

Sample Bulk Contract Fulfillment Report



General Tab - Report Format

Standard is default but you may also use this dropdown box to select another customized report format you have previously saved. See Saving customized report formats. Also see Restore default report format

General Tab - Report Period

The Bulk Contract Fulfillment report screen has 4 types of report periods:

- **All -** Include all bulk contracts in the NL system.
- **Running -** Include only bulk contracts that run during the specified period.
- **Starting -** Include only bulk contracts starting their run within the specified period.
- **Expiring -** Include only bulk contracts ending their run within the specified period.

General Tab - Basis

The Bulk Contract Fulfillment report may apply spots and cost based on:

- **Orders Entered** - All orders entered and applied to the contract are assumed to run to as ordered.
- **Invoices Issued -** Only actual Invoices are counted against the contract totals. This may make it appear a customer has not fulfilled his bulk contract if there are still pending orders not yet invoiced.

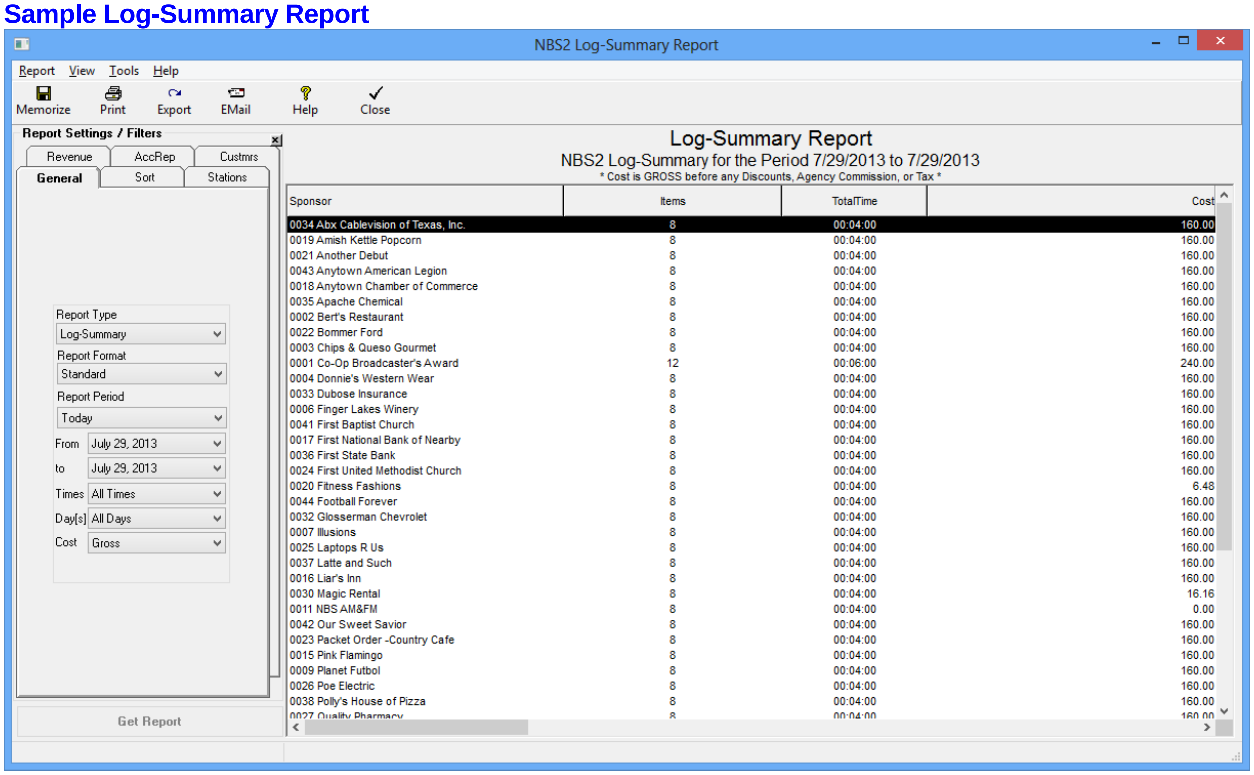
Log Reports

Report Description

This report screen generates reports of log activity for one or more days. To get to these reports, from the main NL menu, select **[Reports][Log Reports]**. You can also access this report form the Log Editor screen.

- On the **General** tab [described below] you can select the main settings for the report.
- On the **Sort** tab you can control how the report is sorted and grouped.
- Use the **Stations, AcctRep, Revenue, and Custmrs** tabs to perform basic report filtering. Also see advanced filters to handle complex filtering.
- You may customize the report format to select which columns are displayed, the page layout to select font, paper margins, and paper orientation, and the report title and subtitle text.

Sample Log-Summary Report



General Tab - Report Format

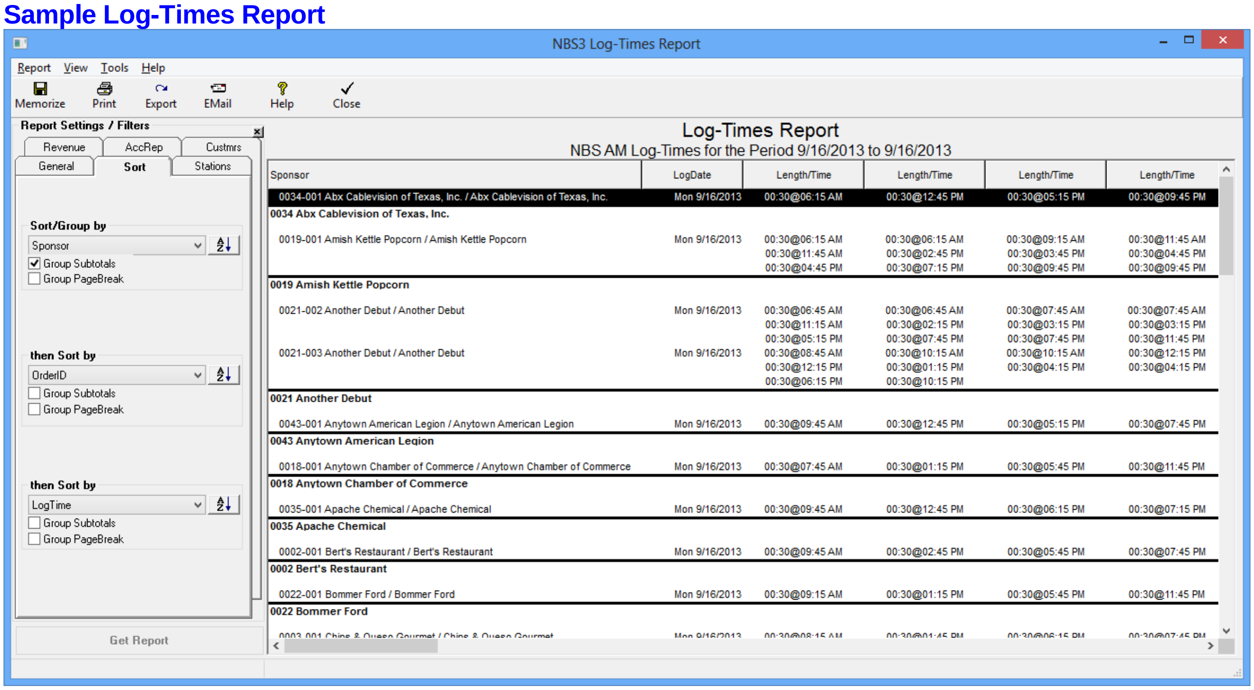
Standard is default but you may also use this dropdown box to select another customized report format you have previously saved. See Saving customized report formats. Also see Restore default report format

General Tab - Report Type

The Log Reports screen has 5 types of reports:

- **Log-Summary** - Prints a summary [1 row for each customer] of the items that ran on the logs during the report period. The report includes columns for total items run, total time scheduled, and total cost.
- **Log-Detail** - Prints a detail list of each item that ran for each customer of what ran on the logs during the report period. This includes individual times, rates, copyID, etc.
- **Log-Times** - Prints a detail list of the date and time only for each item that ran for each customer of what ran on the logs during the report period.
- **Bumped Items-Summary** - Prints a summary [1 row for each customer] of the items that were bumped from the logs during the report period. The report includes columns for total items bumped, total time of bumped items, and total cost.
- **Bumped Items-Detail** - Prints a detail list of each item that bumped for each customer on the logs during the report period. This includes Copy ID, length and cost.
- **NonLog Charge-Summary** - Prints a summary [1 row for each customer] of the Non-Log-Charges that have been posted by the log generator during the report period. The report includes columns for total NLC items and total cost.
- **NonLog Charge-Detail** - Prints a detail list of the date and amount of each Non-Log-Charges that was posted by the log generator for each customer during the report period.

Sample Log-Times Report



Accounts Receivable Reports

Report Description

This report screen generates an **Accounts Receivable Aging** report, an **Accounts Receivable Reconciliation** report and an **UnApplied PrePayments** report. To get to these reports, from the main NL menu, select **[Reports][Accounts Receivable]**.

- On the **General** tab [described below] you can select the main settings for the report.
- On the **Sort** tab you can control how the report is sorted and grouped.
- Use the **Stations, AcctRep, Revenue, and Custmrs** tabs to perform basic report filtering. Also see advanced filters to handle complex filtering.
- You may customize the report format to select which columns are displayed, the page layout to select font, paper margins, and paper orientation, and the report title and subtitle text.

General Tab - Report Format

Standard is default but you may also use this dropdown box to select another customized report format you have previously saved. See Saving customized report formats. Also see Restore default report format

General Tab - Report Type

The Log Reports screen has 3 basic types of reports **AR-Aging**, **AR-Reconcilation**, and **UnApplied Payments.**

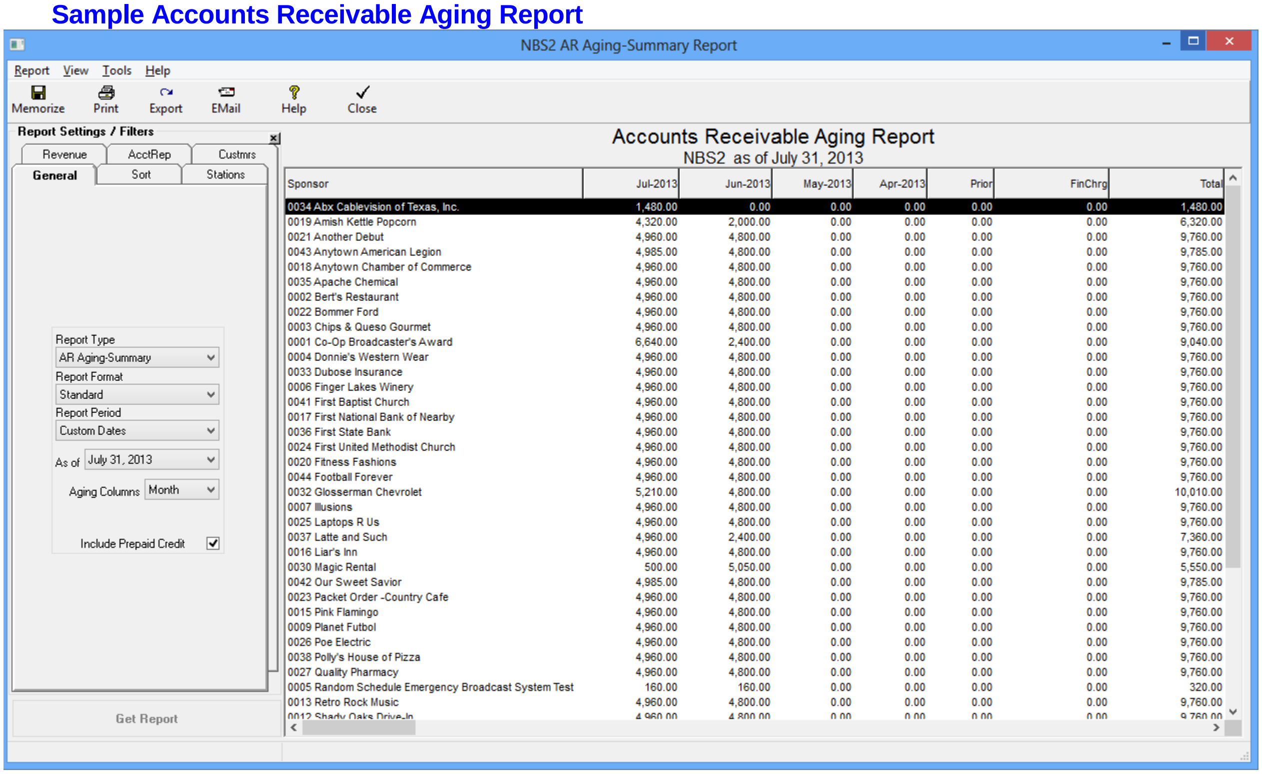
- **AR Aging-Detail** - Prints each Accounts Receivable transaction open (unpaid) as of the date specified on the report screen General tab. Columns can be broken out by 30, 60, 90 days aging or by month.

- **AR Aging-Summary** - Prints a summary (1 row) for each customer of the Accounts Receivable balance as of the date specified on the report screen General tab. Columns can be broken out by 30, 60, 90 days aging or by month.

General Tab - Aging Columns / Finance Charges for AR/Aging Report

Using the dropdown selection boxes in the General Tab, the AR Aging report may be displayed with columns defined as month, such as Sep, Oct, etc. or by days due such as 31-60 days, 61-90 days, etc. You can also tell NL whether you want it to age the finance charges into the appropriate columns, or show finance charges in a separate column.

Sample Accounts Receivable Aging Report



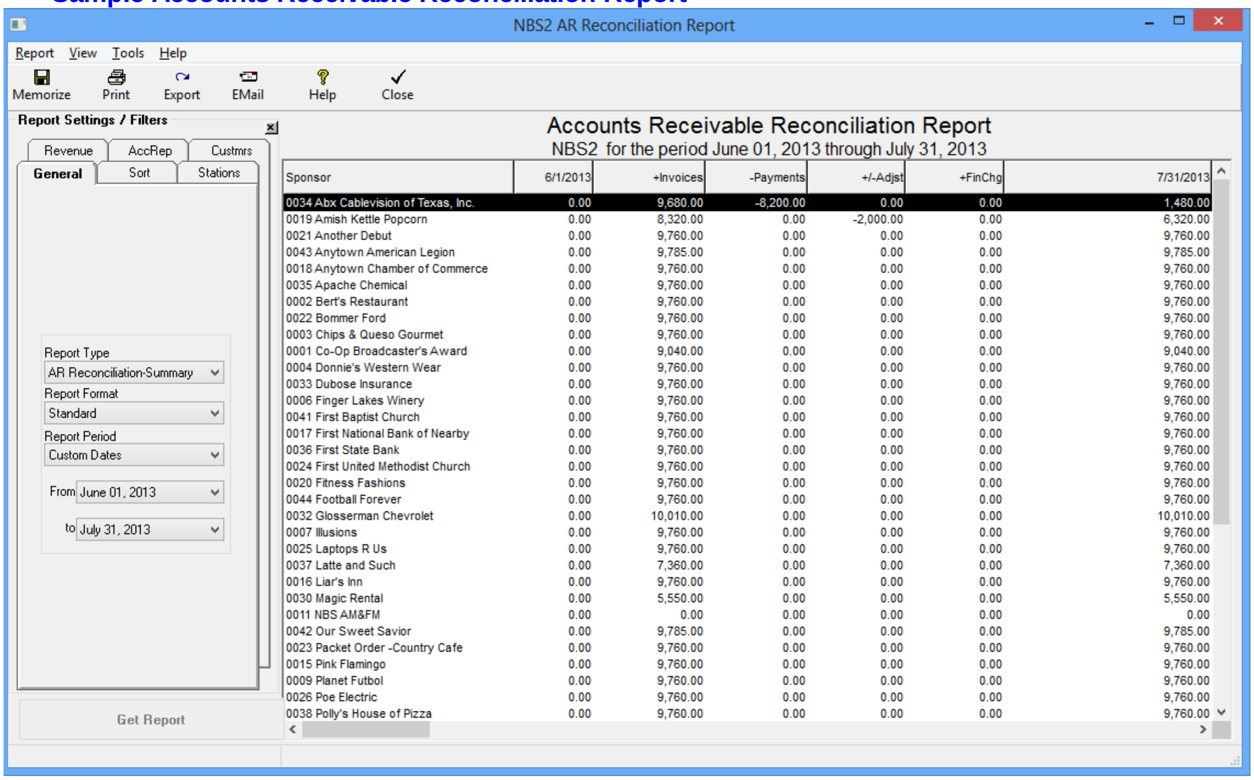
Accounts Receivable Aging Report
NBS2 as of July 31, 2013

Sponsor	Jul-2013	Jun-2013	May-2013	Apr-2013	Prior	FinChrg	Total
0034 Abx Cablevision of Texas, Inc.	1,480.00	0.00	0.00	0.00	0.00	0.00	1,480.00
0019 Amish Kettle Popcorn	4,320.00	2,000.00	0.00	0.00	0.00	0.00	6,320.00
0021 Another Debut	4,960.00	4,800.00	0.00	0.00	0.00	0.00	9,760.00
0043 Anytown American Legion	4,985.00	4,800.00	0.00	0.00	0.00	0.00	9,785.00
0018 Anytown Chamber of Commerce	4,960.00	4,800.00	0.00	0.00	0.00	0.00	9,760.00
0035 Apache Chemical	4,960.00	4,800.00	0.00	0.00	0.00	0.00	9,760.00
0002 Bert's Restaurant	4,960.00	4,800.00	0.00	0.00	0.00	0.00	9,760.00
0022 Bommer Ford	4,960.00	4,800.00	0.00	0.00	0.00	0.00	9,760.00
0003 Chips & Queso Gourmet	4,960.00	4,800.00	0.00	0.00	0.00	0.00	9,760.00
0001 Co-Op Broadcaster's Award	6,640.00	2,400.00	0.00	0.00	0.00	0.00	9,040.00
0004 Donnie's Western Wear	4,960.00	4,800.00	0.00	0.00	0.00	0.00	9,760.00
0033 Dubose Insurance	4,960.00	4,800.00	0.00	0.00	0.00	0.00	9,760.00
0006 Finger Lakes Winery	4,960.00	4,800.00	0.00	0.00	0.00	0.00	9,760.00
0041 First Baptist Church	4,960.00	4,800.00	0.00	0.00	0.00	0.00	9,760.00
0017 First National Bank of Nearby	4,960.00	4,800.00	0.00	0.00	0.00	0.00	9,760.00
0036 First State Bank	4,960.00	4,800.00	0.00	0.00	0.00	0.00	9,760.00
0024 First United Methodist Church	4,960.00	4,800.00	0.00	0.00	0.00	0.00	9,760.00
0020 Fitness Fashions	4,960.00	4,800.00	0.00	0.00	0.00	0.00	9,760.00
0044 Football Forever	4,960.00	4,800.00	0.00	0.00	0.00	0.00	9,760.00
0032 Glosserman Chevrolet	5,210.00	4,800.00	0.00	0.00	0.00	0.00	10,010.00
0007 Illusions	4,960.00	4,800.00	0.00	0.00	0.00	0.00	9,760.00
0025 Laptops R Us	4,960.00	4,800.00	0.00	0.00	0.00	0.00	9,760.00
0037 Latte and Such	4,960.00	2,400.00	0.00	0.00	0.00	0.00	7,360.00
0016 Liar's Inn	4,960.00	4,800.00	0.00	0.00	0.00	0.00	9,760.00
0030 Magic Rental	500.00	5,050.00	0.00	0.00	0.00	0.00	5,550.00
0042 Our Sweet Savior	4,985.00	4,800.00	0.00	0.00	0.00	0.00	9,785.00
0023 Packet Order -Country Cafe	4,960.00	4,800.00	0.00	0.00	0.00	0.00	9,760.00
0015 Pink Flamingo	4,960.00	4,800.00	0.00	0.00	0.00	0.00	9,760.00
0009 Planet Futbol	4,960.00	4,800.00	0.00	0.00	0.00	0.00	9,760.00
0026 Poe Electric	4,960.00	4,800.00	0.00	0.00	0.00	0.00	9,760.00
0038 Polly's House of Pizza	4,960.00	4,800.00	0.00	0.00	0.00	0.00	9,760.00
0027 Quality Pharmacy	4,960.00	4,800.00	0.00	0.00	0.00	0.00	9,760.00
0005 Random Schedule Emergency Broadcast System Test	160.00	160.00	0.00	0.00	0.00	0.00	320.00
0013 Retro Rock Music	4,960.00	4,800.00	0.00	0.00	0.00	0.00	9,760.00
0012 Shady Oaks Drive-In	4,960.00	4,800.00	0.00	0.00	0.00	0.00	9,760.00

- ❑ **AR Reconciliation-Detail** - Prints a detail entry (1 row for each transaction) for each customer showing the Accounts Receivable activity for the specified period. Columns show beginning balance, invoices issued, payments received, adjustments posted, finance charges posted and ending period balance.

- ❑ **AR Reconciliation-Summary** - Prints a summary (1 row) for each customer showing the Accounts Receivable activity for the specified period. Columns show beginning balance, invoices issued, payments received, adjustments posted, finance charges posted and ending period balance.

Sample Accounts Receivable Reconciliation Report



Accounts Receivable Reconciliation Report
NBS2 for the period June 01, 2013 through July 31, 2013

Sponsor	6/1/2013	+Invoices	-Payments	+/-Adjst	+FinChg	7/31/2013
0034 Abx Cablevision of Texas, Inc.	0.00	9,680.00	-8,200.00	0.00	0.00	1,480.00
0019 Amish Kettle Popcorn	0.00	8,320.00	0.00	-2,000.00	0.00	6,320.00
0021 Another Debut	0.00	9,760.00	0.00	0.00	0.00	9,760.00
0043 Anytown American Legion	0.00	9,785.00	0.00	0.00	0.00	9,785.00
0018 Anytown Chamber of Commerce	0.00	9,760.00	0.00	0.00	0.00	9,760.00
0035 Apache Chemical	0.00	9,760.00	0.00	0.00	0.00	9,760.00
0002 Bert's Restaurant	0.00	9,760.00	0.00	0.00	0.00	9,760.00
0022 Bommer Ford	0.00	9,760.00	0.00	0.00	0.00	9,760.00
0003 Chips & Queso Gourmet	0.00	9,760.00	0.00	0.00	0.00	9,760.00
0001 Co-Op Broadcaster's Award	0.00	9,040.00	0.00	0.00	0.00	9,040.00
0004 Donnie's Western Wear	0.00	9,760.00	0.00	0.00	0.00	9,760.00
0033 Dubose Insurance	0.00	9,760.00	0.00	0.00	0.00	9,760.00
0006 Finger Lakes Winery	0.00	9,760.00	0.00	0.00	0.00	9,760.00
0041 First Baptist Church	0.00	9,760.00	0.00	0.00	0.00	9,760.00
0017 First National Bank of Nearby	0.00	9,760.00	0.00	0.00	0.00	9,760.00
0036 First State Bank	0.00	9,760.00	0.00	0.00	0.00	9,760.00
0024 First United Methodist Church	0.00	9,760.00	0.00	0.00	0.00	9,760.00
0020 Fitness Fashions	0.00	9,760.00	0.00	0.00	0.00	9,760.00
0044 Football Forever	0.00	9,760.00	0.00	0.00	0.00	9,760.00
0032 Glosserman Chevrolet	0.00	10,010.00	0.00	0.00	0.00	10,010.00
0007 Illusions	0.00	9,760.00	0.00	0.00	0.00	9,760.00
0025 Laptops R Us	0.00	9,760.00	0.00	0.00	0.00	9,760.00
0037 Latte and Such	0.00	7,360.00	0.00	0.00	0.00	7,360.00
0016 Liar's Inn	0.00	9,760.00	0.00	0.00	0.00	9,760.00
0030 Magic Rental	0.00	5,550.00	0.00	0.00	0.00	5,550.00
0011 NBS AM&FM	0.00	0.00	0.00	0.00	0.00	0.00
0042 Our Sweet Savior	0.00	9,785.00	0.00	0.00	0.00	9,785.00
0023 Packet Order -Country Cafe	0.00	9,760.00	0.00	0.00	0.00	9,760.00
0015 Pink Flamingo	0.00	9,760.00	0.00	0.00	0.00	9,760.00
0009 Planet Futbol	0.00	9,760.00	0.00	0.00	0.00	9,760.00
0026 Poe Electric	0.00	9,760.00	0.00	0.00	0.00	9,760.00
0038 Polly's House of Pizza	0.00	9,760.00	0.00	0.00	0.00	9,760.00

- ❑ **UnApplied PrePayments Report** - Prints a detail entry (1 row for each transaction) for each PrePayment that still has a credit or debit balance as of the specified report date. A credit balance means the PrePayment amount has not yet been completely applied to pay invoices. A debit balance means the PrePayment was over-applied against more invoices than it can zero out. Columns can be broken out by 30, 60, 90 days aging or by month.

Transaction Reports

Report Description

This report screen generates reports showing transactions posted during the report period. To get to these reports, from the main NL menu, select **[Reports][Transactions]**.

- On the **General** tab [described below] you can select the main settings for the report.
- On the **Sort** tab you can control how the report is sorted and grouped.
- Use the **Stations, AcctRep, Revenue, and Custmrs** tabs to perform basic report filtering. Also see advanced filters to handle complex filtering.
- You may customize the report format to select which columns are displayed, the page layout to select font, paper margins, and paper orientation, and the report title and subtitle text.

General Tab - Report Format

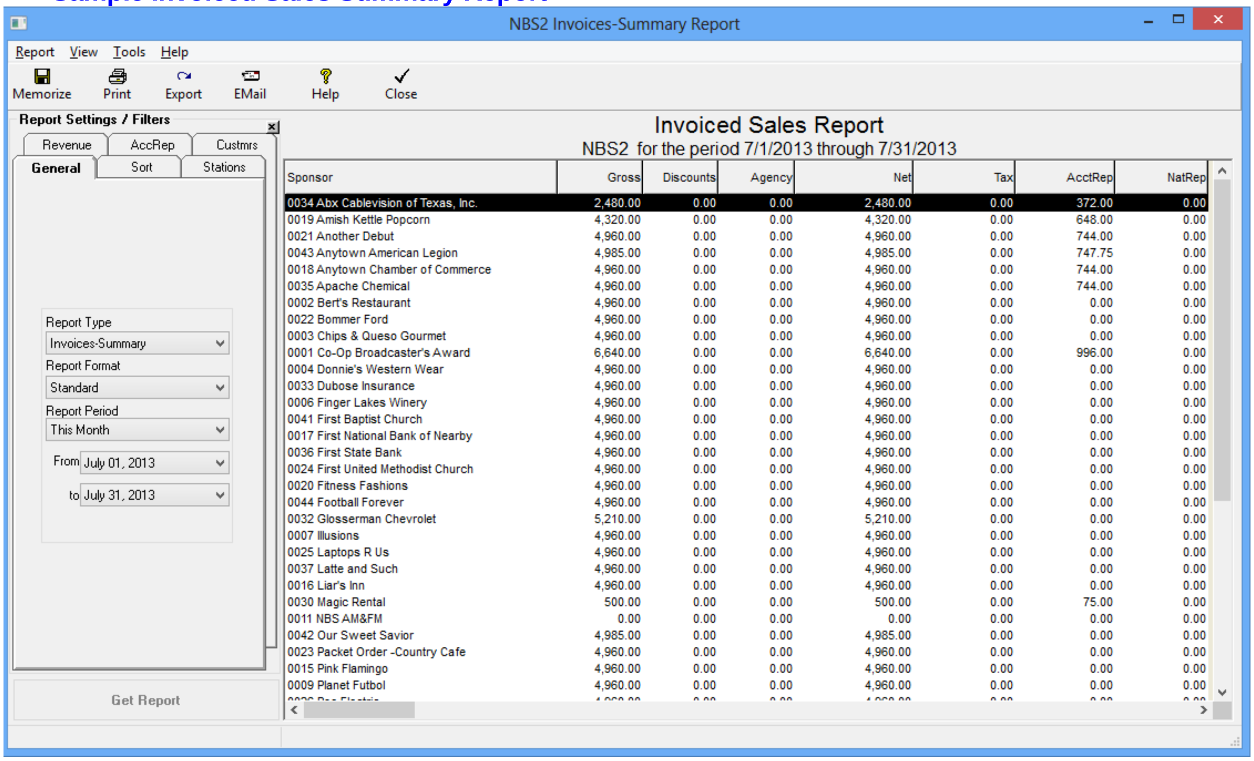
Standard is default but you may also use this dropdown box to select another customized report format you have previously saved. See Saving customized report formats. Also see Restore default report format

General Tab - Report Type

The Transactions Report screen has 9 types of reports:

- **Invoices-Summary** - Prints a summary (1 row for each customer) of the invoices issued during the report period. Report columns include Gross, Discounts, Agency Commission, Net, Tax, AccountRep Commission, and National Rep Commission.

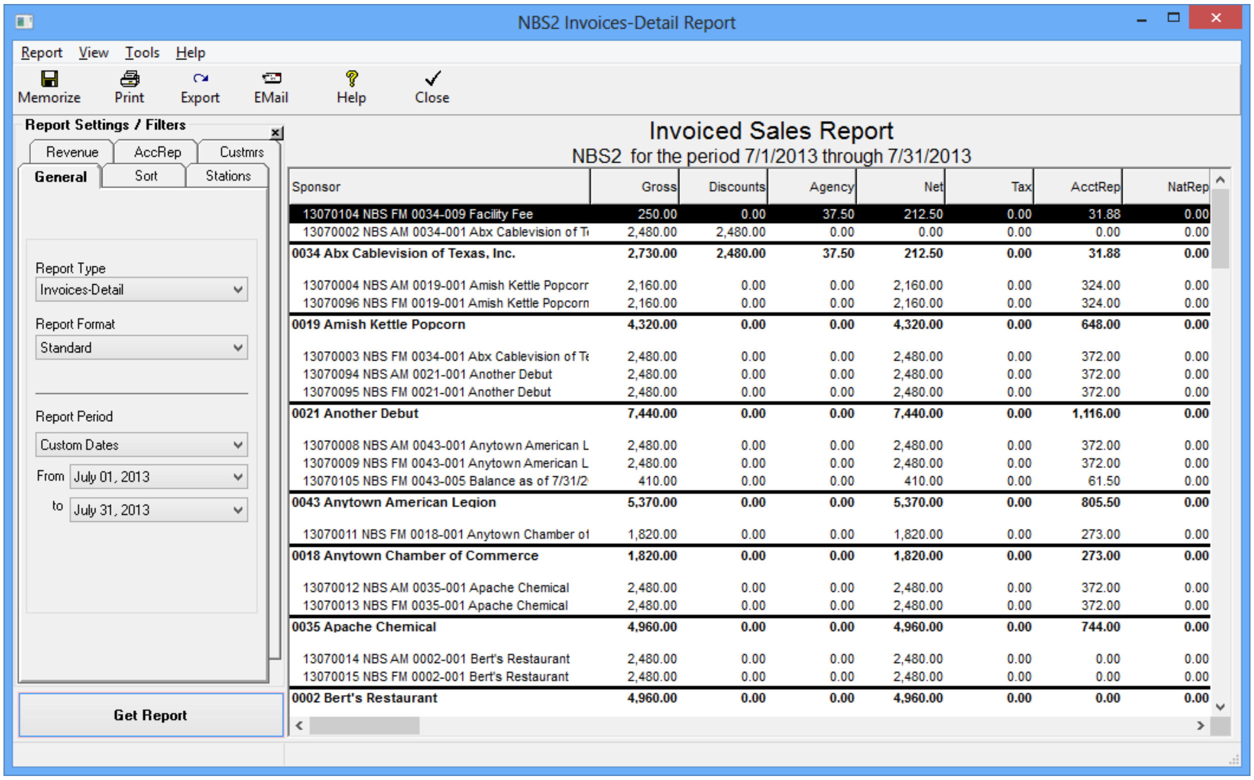
Sample Invoiced Sales Summary Report



Sponsor	Gross	Discounts	Agency	Net	Tax	AcctRep	NatRep
0034 Abx Cablevision of Texas, Inc.	2,480.00	0.00	0.00	2,480.00	0.00	372.00	0.00
0019 Amish Kettle Popcorn	4,320.00	0.00	0.00	4,320.00	0.00	648.00	0.00
0021 Another Debut	4,960.00	0.00	0.00	4,960.00	0.00	744.00	0.00
0043 Anytown American Legion	4,985.00	0.00	0.00	4,985.00	0.00	747.75	0.00
0018 Anytown Chamber of Commerce	4,960.00	0.00	0.00	4,960.00	0.00	744.00	0.00
0035 Apache Chemical	4,960.00	0.00	0.00	4,960.00	0.00	744.00	0.00
0002 Bert's Restaurant	4,960.00	0.00	0.00	4,960.00	0.00	0.00	0.00
0022 Bommer Ford	4,960.00	0.00	0.00	4,960.00	0.00	0.00	0.00
0003 Chips & Queso Gourmet	4,960.00	0.00	0.00	4,960.00	0.00	0.00	0.00
0001 Co-Op Broadcaster's Award	6,640.00	0.00	0.00	6,640.00	0.00	996.00	0.00
0004 Donnie's Western Wear	4,960.00	0.00	0.00	4,960.00	0.00	0.00	0.00
0033 Dubose Insurance	4,960.00	0.00	0.00	4,960.00	0.00	0.00	0.00
0006 Finger Lakes Winery	4,960.00	0.00	0.00	4,960.00	0.00	0.00	0.00
0041 First Baptist Church	4,960.00	0.00	0.00	4,960.00	0.00	0.00	0.00
0017 First National Bank of Nearby	4,960.00	0.00	0.00	4,960.00	0.00	0.00	0.00
0036 First State Bank	4,960.00	0.00	0.00	4,960.00	0.00	0.00	0.00
0024 First United Methodist Church	4,960.00	0.00	0.00	4,960.00	0.00	0.00	0.00
0020 Fitness Fashions	4,960.00	0.00	0.00	4,960.00	0.00	0.00	0.00
0044 Football Forever	4,960.00	0.00	0.00	4,960.00	0.00	0.00	0.00
0032 Glosserman Chevrolet	5,210.00	0.00	0.00	5,210.00	0.00	0.00	0.00
0007 Illusions	4,960.00	0.00	0.00	4,960.00	0.00	0.00	0.00
0025 Laptops R Us	4,960.00	0.00	0.00	4,960.00	0.00	0.00	0.00
0037 Latte and Such	4,960.00	0.00	0.00	4,960.00	0.00	0.00	0.00
0016 Liar's Inn	4,960.00	0.00	0.00	4,960.00	0.00	0.00	0.00
0030 Magic Rental	500.00	0.00	0.00	500.00	0.00	75.00	0.00
0011 NBS AM&FM	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0042 Our Sweet Savior	4,985.00	0.00	0.00	4,985.00	0.00	0.00	0.00
0023 Packet Order -Country Cafe	4,960.00	0.00	0.00	4,960.00	0.00	0.00	0.00
0015 Pink Flamingo	4,960.00	0.00	0.00	4,960.00	0.00	0.00	0.00
0009 Planet Futbol	4,960.00	0.00	0.00	4,960.00	0.00	0.00	0.00

- **Invoices-Detail** - Prints a detail (1 row per invoice) of the invoices issued during the report period. Report columns include Gross, Discounts, Agency Commission, Net, Tax, AccountRep Commission, and National Rep Commission.

Sample Invoiced Sales Detail Report



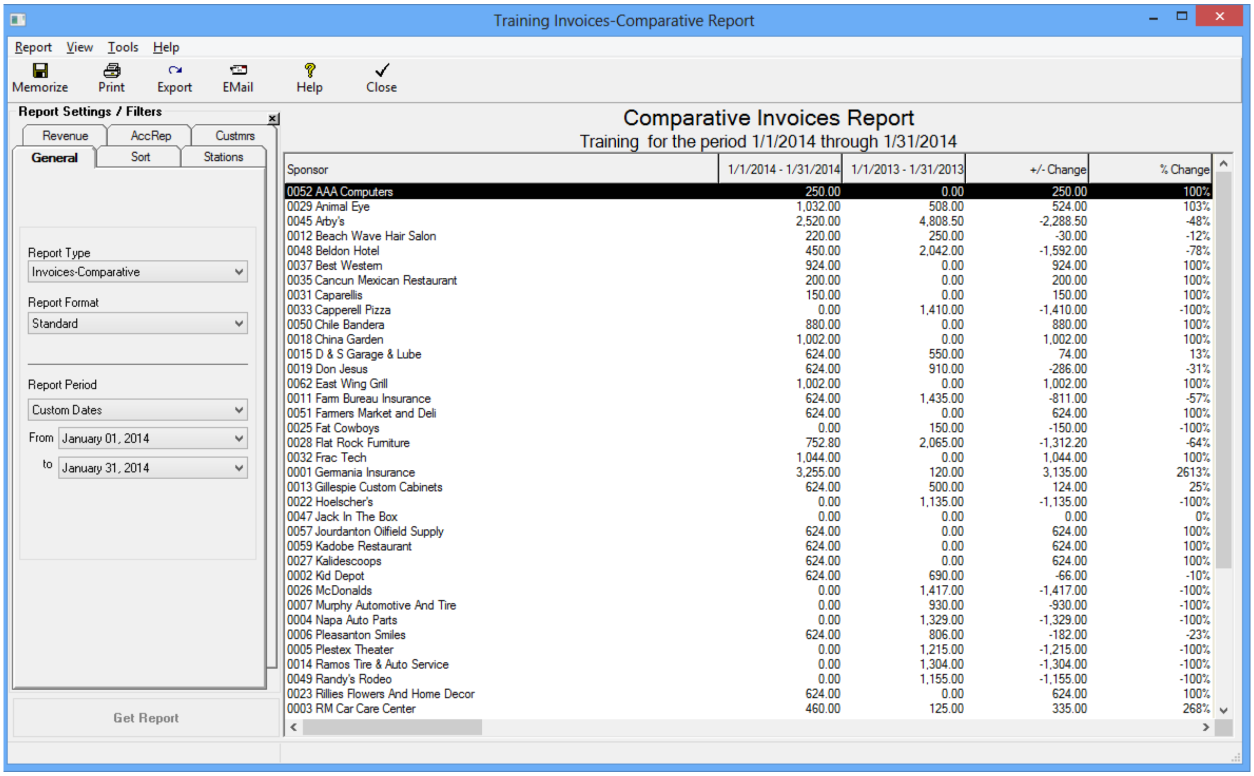
Invoiced Sales Report

NBS2 for the period 7/1/2013 through 7/31/2013

Sponsor	Gross	Discounts	Agency	Net	Tax	AcctRep	NatRep
13070104 NBS FM 0034-009 Facility Fee	250.00	0.00	37.50	212.50	0.00	31.88	0.00
13070002 NBS AM 0034-001 Abx Cablevision of Te	2,480.00	2,480.00	0.00	0.00	0.00	0.00	0.00
0034 Abx Cablevision of Texas, Inc.	**2,730.00**	**2,480.00**	**37.50**	**212.50**	**0.00**	**31.88**	**0.00**
13070004 NBS AM 0019-001 Amish Kettle Popcorn	2,160.00	0.00	0.00	2,160.00	0.00	324.00	0.00
13070096 NBS FM 0019-001 Amish Kettle Popcorn	2,160.00	0.00	0.00	2,160.00	0.00	324.00	0.00
0019 Amish Kettle Popcorn	**4,320.00**	**0.00**	**0.00**	**4,320.00**	**0.00**	**648.00**	**0.00**
13070003 NBS FM 0034-001 Abx Cablevision of Te	2,480.00	0.00	0.00	2,480.00	0.00	372.00	0.00
13070094 NBS AM 0021-001 Another Debut	2,480.00	0.00	0.00	2,480.00	0.00	372.00	0.00
13070095 NBS FM 0021-001 Another Debut	2,480.00	0.00	0.00	2,480.00	0.00	372.00	0.00
0021 Another Debut	**7,440.00**	**0.00**	**0.00**	**7,440.00**	**0.00**	**1,116.00**	**0.00**
13070008 NBS AM 0043-001 Anytown American L	2,480.00	0.00	0.00	2,480.00	0.00	372.00	0.00
13070009 NBS FM 0043-001 Anytown American L	2,480.00	0.00	0.00	2,480.00	0.00	372.00	0.00
13070105 NBS FM 0043-005 Balance as of 7/31/2	410.00	0.00	0.00	410.00	0.00	61.50	0.00
0043 Anytown American Legion	**5,370.00**	**0.00**	**0.00**	**5,370.00**	**0.00**	**805.50**	**0.00**
13070011 NBS FM 0018-001 Anytown Chamber of	1,820.00	0.00	0.00	1,820.00	0.00	273.00	0.00
0018 Anytown Chamber of Commerce	**1,820.00**	**0.00**	**0.00**	**1,820.00**	**0.00**	**273.00**	**0.00**
13070012 NBS AM 0035-001 Apache Chemical	2,480.00	0.00	0.00	2,480.00	0.00	372.00	0.00
13070013 NBS FM 0035-001 Apache Chemical	2,480.00	0.00	0.00	2,480.00	0.00	372.00	0.00
0035 Apache Chemical	**4,960.00**	**0.00**	**0.00**	**4,960.00**	**0.00**	**744.00**	**0.00**
13070014 NBS AM 0002-001 Bert's Restaurant	2,480.00	0.00	0.00	2,480.00	0.00	0.00	0.00
13070015 NBS FM 0002-001 Bert's Restaurant	2,480.00	0.00	0.00	2,480.00	0.00	0.00	0.00
0002 Bert's Restaurant	**4,960.00**	**0.00**	**0.00**	**4,960.00**	**0.00**	**0.00**	**0.00**

- **Invoices-Comparative** - Prints a summary (1 row per customer) of the invoices issued during the report period for the selected date range and for the same date range for the prior year. This also includes columns for +/- change in dollars and in percentage.

Sample Comparative Invoiced Sales Report



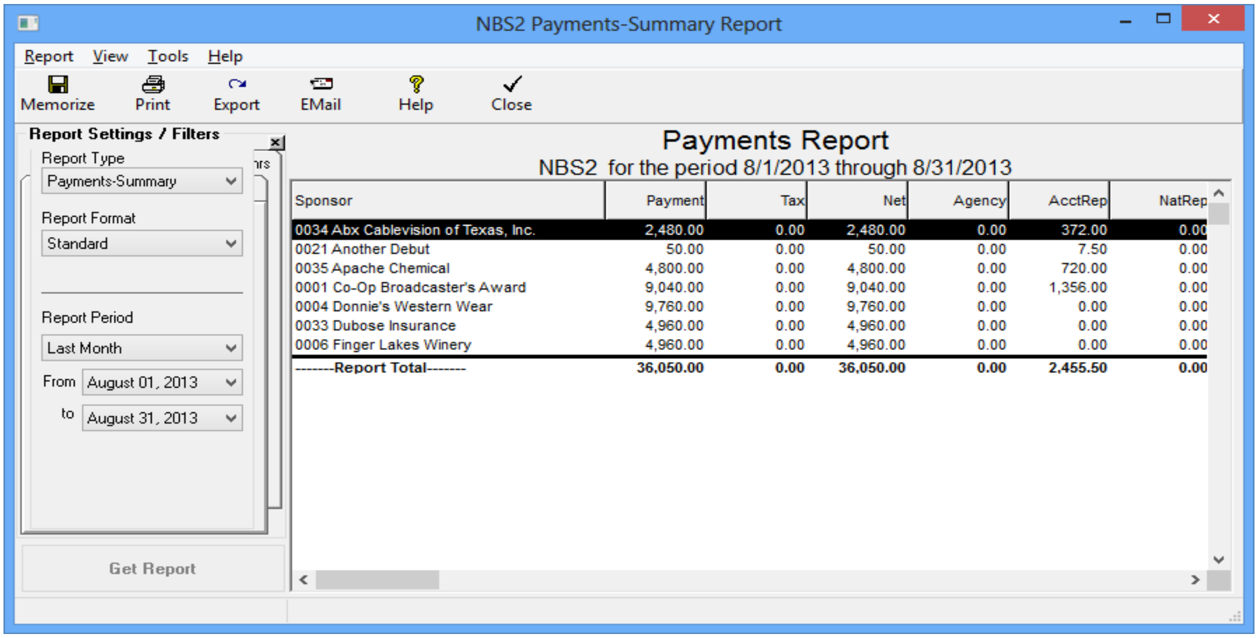
Comparative Invoices Report

Training for the period 1/1/2014 through 1/31/2014

Sponsor	1/1/2014 - 1/31/2014	1/1/2013 - 1/31/2013	+/- Change	% Change
0052 AAA Computers	250.00	0.00	250.00	100%
0029 Animal Eye	1,032.00	508.00	524.00	103%
0045 Arby's	2,520.00	4,808.50	-2,288.50	-48%
0012 Beach Wave Hair Salon	220.00	250.00	-30.00	-12%
0048 Beldon Hotel	450.00	2,042.00	-1,592.00	-78%
0037 Best Western	924.00	0.00	924.00	100%
0035 Cancun Mexican Restaurant	200.00	0.00	200.00	100%
0031 Caparellis	150.00	0.00	150.00	100%
0033 Capperell Pizza	0.00	1,410.00	-1,410.00	-100%
0050 Chile Bandera	880.00	0.00	880.00	100%
0018 China Garden	1,002.00	0.00	1,002.00	100%
0015 D & S Garage & Lube	624.00	550.00	74.00	13%
0019 Don Jesus	624.00	910.00	-286.00	-31%
0062 East Wing Grill	1,002.00	0.00	1,002.00	100%
0011 Farm Bureau Insurance	624.00	1,435.00	-811.00	-57%
0051 Farmers Market and Deli	624.00	0.00	624.00	100%
0025 Fat Cowboys	0.00	150.00	-150.00	-100%
0028 Flat Rock Furniture	752.80	2,065.00	-1,312.20	-64%
0032 Frac Tech	1,044.00	0.00	1,044.00	100%
0001 Germania Insurance	3,255.00	120.00	3,135.00	2613%
0013 Gillespie Custom Cabinets	624.00	500.00	124.00	25%
0022 Hoelscher's	0.00	1,135.00	-1,135.00	-100%
0047 Jack In The Box	0.00	0.00	0.00	0%
0057 Jourdanton Oilfield Supply	624.00	0.00	624.00	100%
0059 Kadobe Restaurant	624.00	0.00	624.00	100%
0027 Kalidescoops	624.00	0.00	624.00	100%
0002 Kid Depot	624.00	690.00	-66.00	-10%
0026 McDonalds	0.00	1,417.00	-1,417.00	-100%
0007 Murphy Automotive And Tire	0.00	930.00	-930.00	-100%
0004 Napa Auto Parts	0.00	1,329.00	-1,329.00	-100%
0006 Pleasanton Smiles	624.00	806.00	-182.00	-23%
0005 Plestex Theater	0.00	1,215.00	-1,215.00	-100%
0014 Ramos Tire & Auto Service	0.00	1,304.00	-1,304.00	-100%
0049 Randy's Rodeo	0.00	1,155.00	-1,155.00	-100%
0023 Rillies Flowers And Home Decor	624.00	0.00	624.00	100%
0003 RM Car Care Center	460.00	125.00	335.00	268%

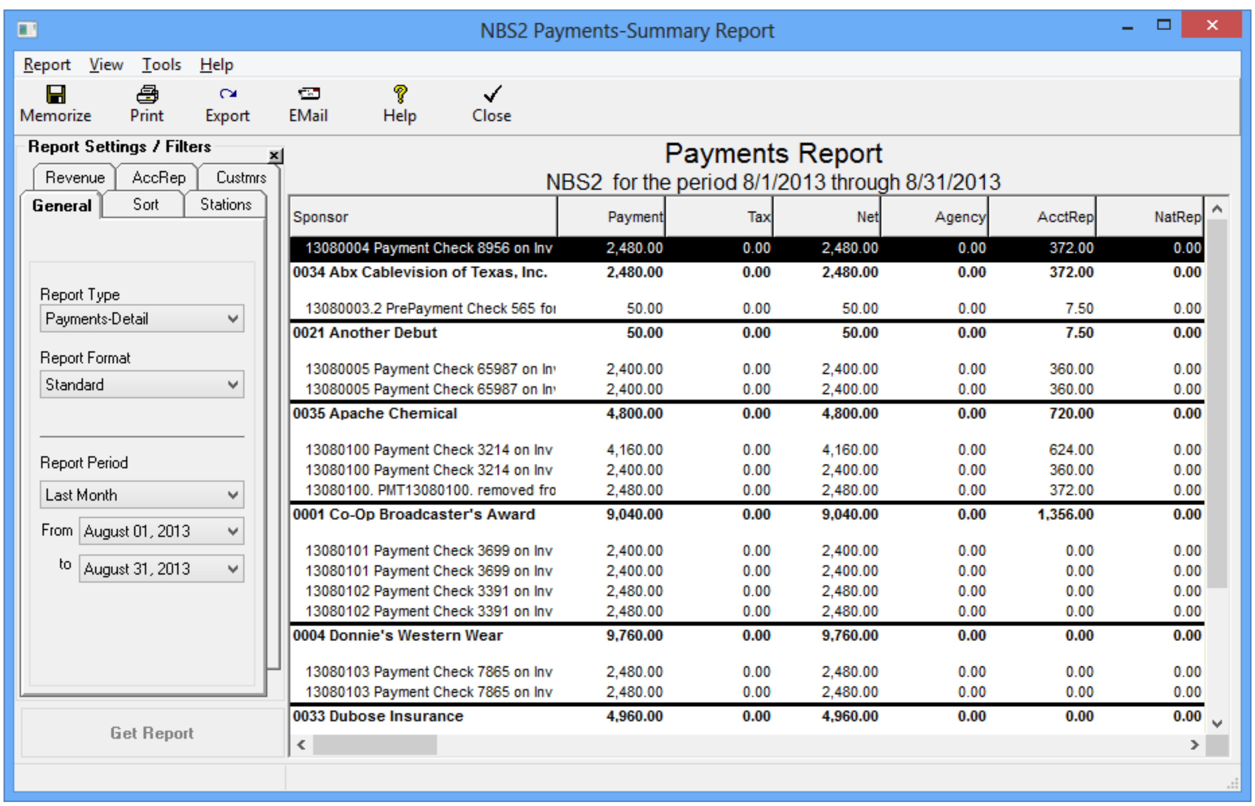
- **Payments-Summary** - Prints a summary (1 row for each customer) of the payments received during the report period. Report columns include Payment Amount, Tax Amount, Net Amount, Agency Commission, AccountRep Commission, and National Rep Commission.

Sample Payments Summary Report



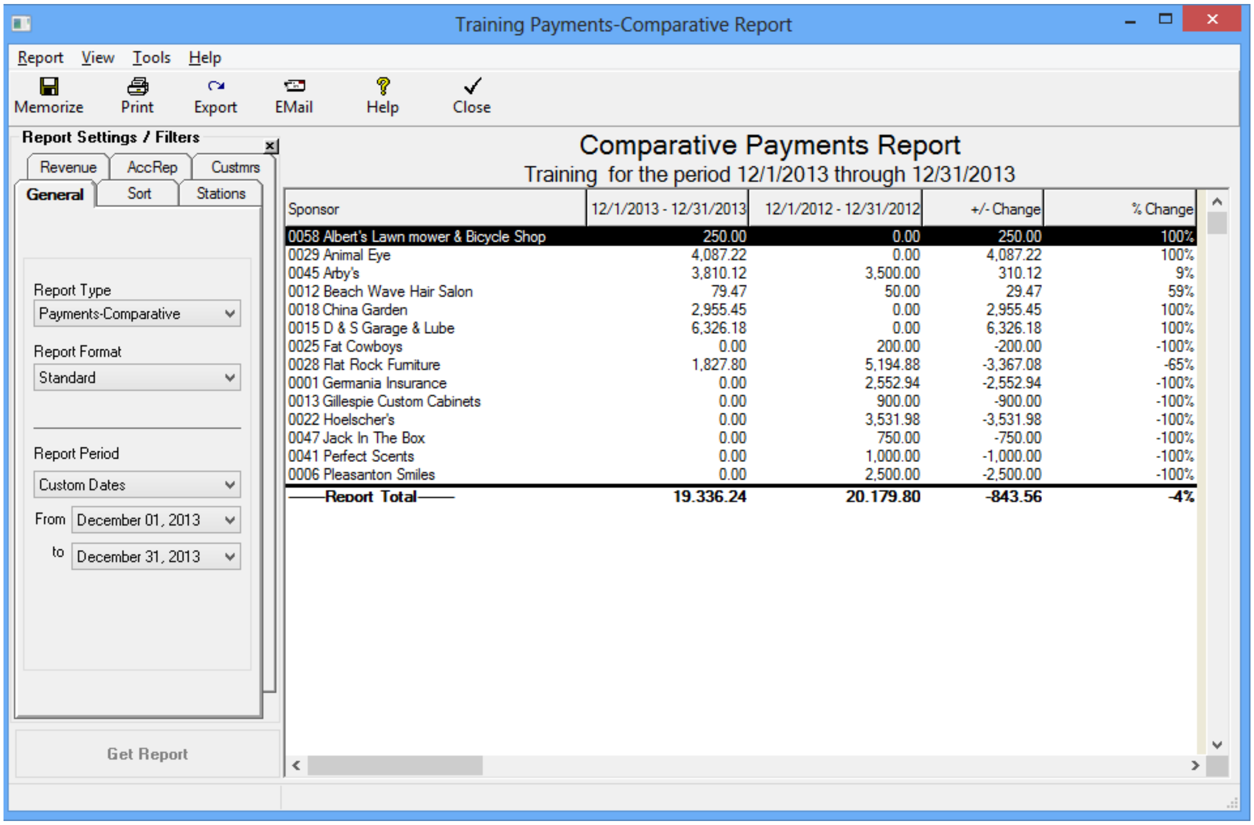
- **Payments-Detail** - Prints a detail (1 row per payment) of the payments received during the report period. Report columns include Payment Amount, Tax Amount, Net Amount, Agency Commission, AccountRep Commission, and National Rep Commission.

Sample Payments Detail Report



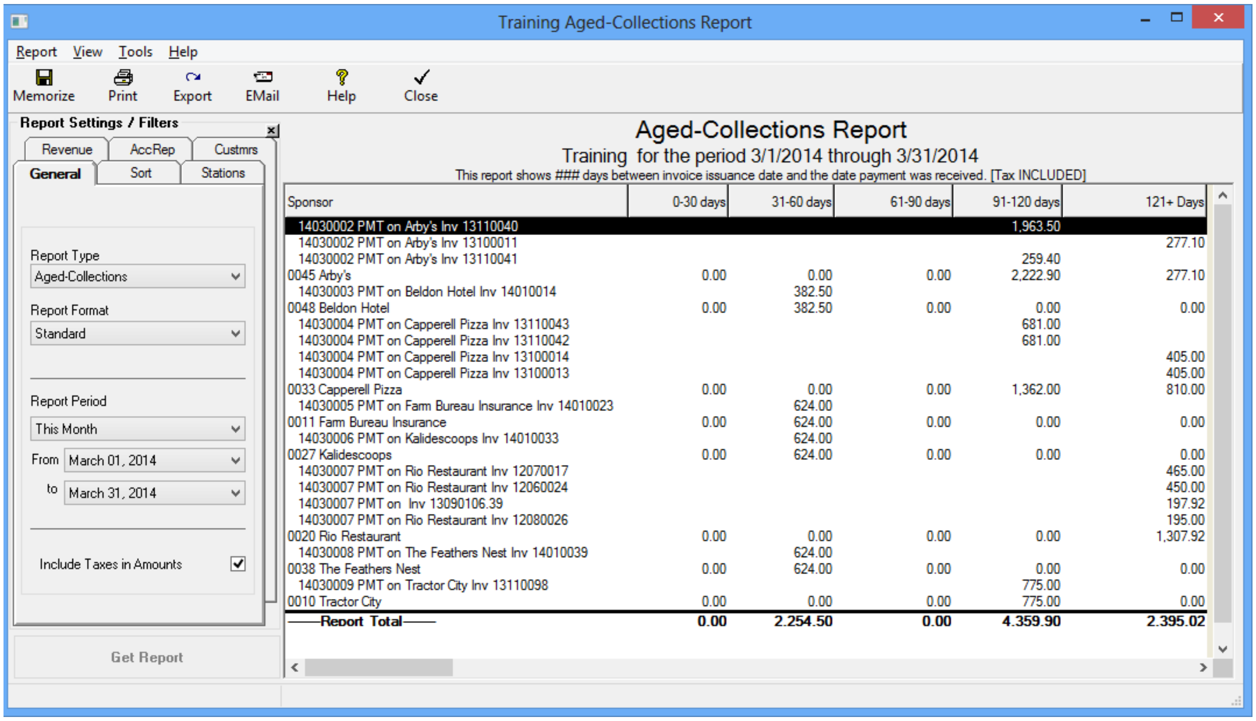
- **Payments-Comparative** - Prints a summaryl (1 row per customer) of payments received during the report period for the selected date range and same date range for the prior year. This also includes columns for +/- change in dollars and in percentage.

Sample Comparative Payments Report



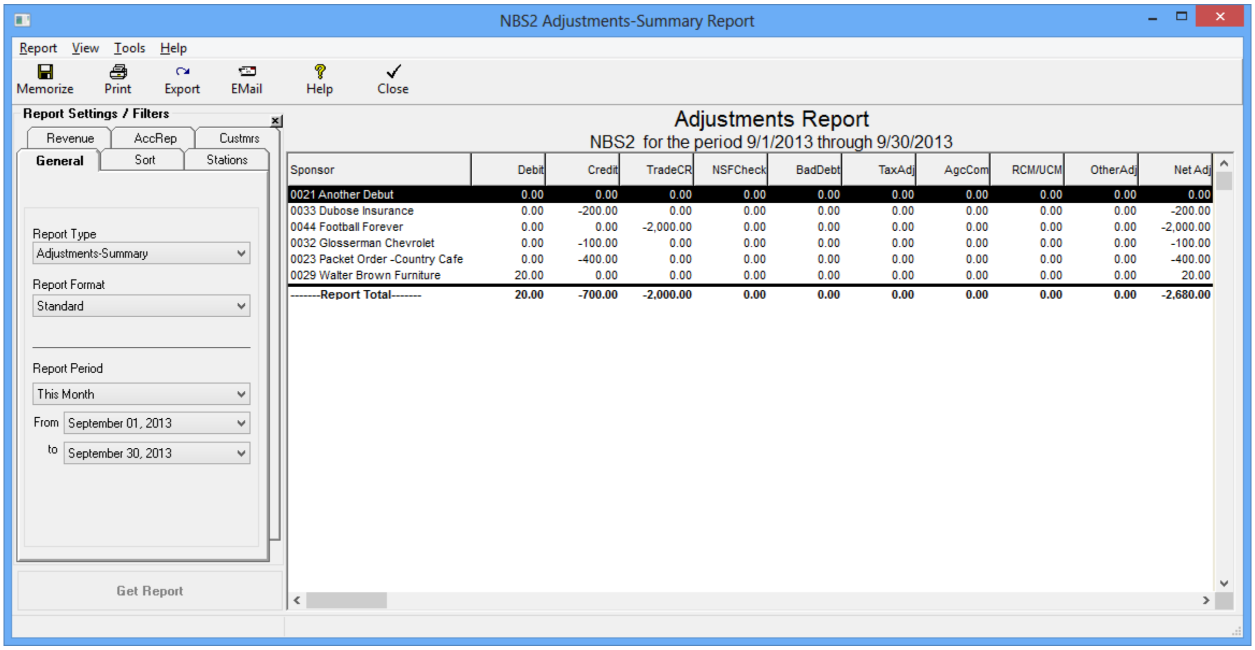
- **Aged-Collections Report** - Prints a detail (1 row per invoice) of the payments received during the report period. The amounts are shown in columns based on the number of days outstanding the balance was when collected.

Sample Aged Collections Report


Training Aged-Collections Report
Report View Tools Help
Memorize Print Export EMail Help Close
Report Settings / Filters
Revenue AccRep Custmrs
General Sort Stations
Report Type
Aged-Collections
Report Format
Standard
Report Period
This Month
From March 01, 2014
to March 31, 2014
Include Taxes in Amounts
Get Report
Aged-Collections Report
Training for the period 3/1/2014 through 3/31/2014
This report shows ### days between invoice issuance date and the date payment was received. [Tax INCLUDED]
Sponsor 0-30 days 31-60 days 61-90 days 91-120 days 121+ Days
14030002 PMT on Arby's Inv 13110040 1,963.50
14030002 PMT on Arby's Inv 13100011 277.10
14030002 PMT on Arby's Inv 13110041 259.40
0045 Arby's 0.00 0.00 0.00 2,222.90 277.10
14030003 PMT on Beldon Hotel Inv 14010014 382.50
0048 Beldon Hotel 0.00 382.50 0.00 0.00 0.00
14030004 PMT on Capperell Pizza Inv 13110043 681.00
14030004 PMT on Capperell Pizza Inv 13110042 681.00
14030004 PMT on Capperell Pizza Inv 13100014 405.00
14030004 PMT on Capperell Pizza Inv 13100013 405.00
0033 Capperell Pizza 0.00 0.00 0.00 1,362.00 810.00
14030005 PMT on Farm Bureau Insurance Inv 14010023 624.00
0011 Farm Bureau Insurance 0.00 624.00 0.00 0.00 0.00
14030006 PMT on Kalidescoops Inv 14010033 624.00
0027 Kalidescoops 0.00 624.00 0.00 0.00 0.00
14030007 PMT on Rio Restaurant Inv 12070017 465.00
14030007 PMT on Rio Restaurant Inv 12060024 450.00
14030007 PMT on Inv 13090106.39 197.92
14030007 PMT on Rio Restaurant Inv 12080026 195.00
0020 Rio Restaurant 0.00 0.00 0.00 0.00 1,307.92
14030008 PMT on The Feathers Nest Inv 14010039 624.00
0038 The Feathers Nest 0.00 624.00 0.00 0.00 0.00
14030009 PMT on Tractor City Inv 13110098 775.00
0010 Tractor City 0.00 0.00 0.00 775.00 0.00
Report Total 0.00 2,254.50 0.00 4,359.90 2,395.02

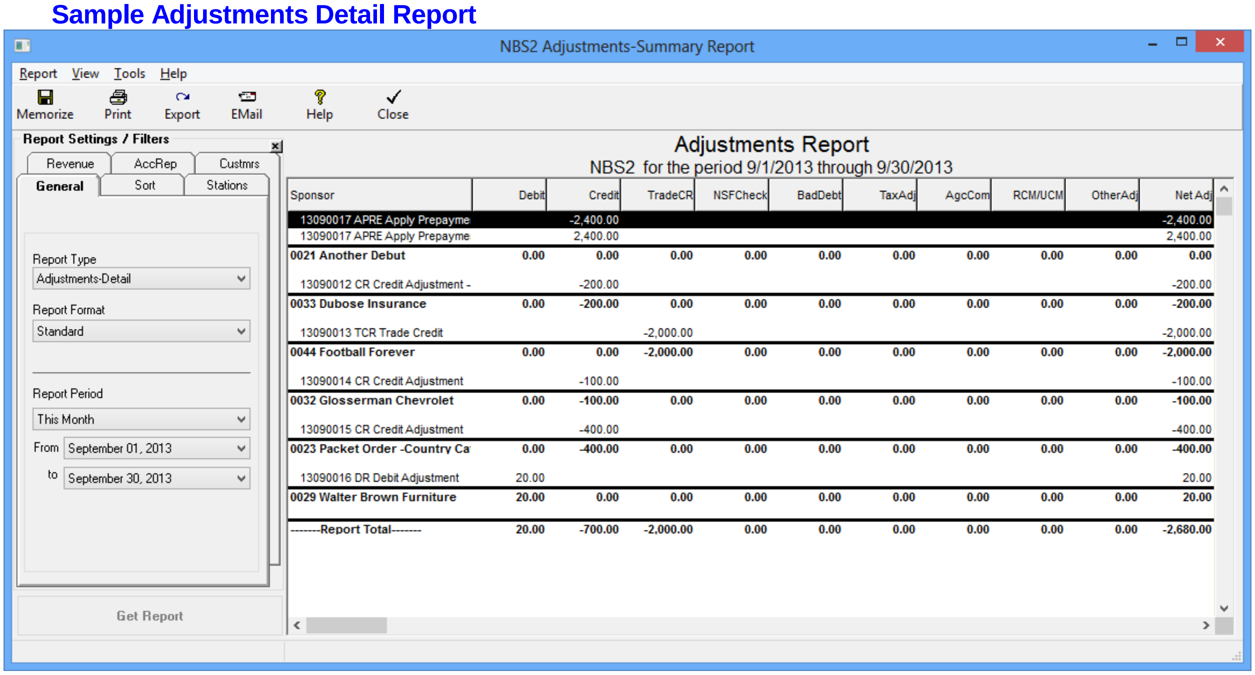
- ❑ **Adjustments-Summary** - Prints a summary (1 row for each customer) of the adjusting entries posted during the report period. Items are listed in columns based on the type of adjustment. Report columns include Debit, Credit, Trade Credit, Bad debt, Agency Commission, Tax.

Sample Adjustments Summary Report



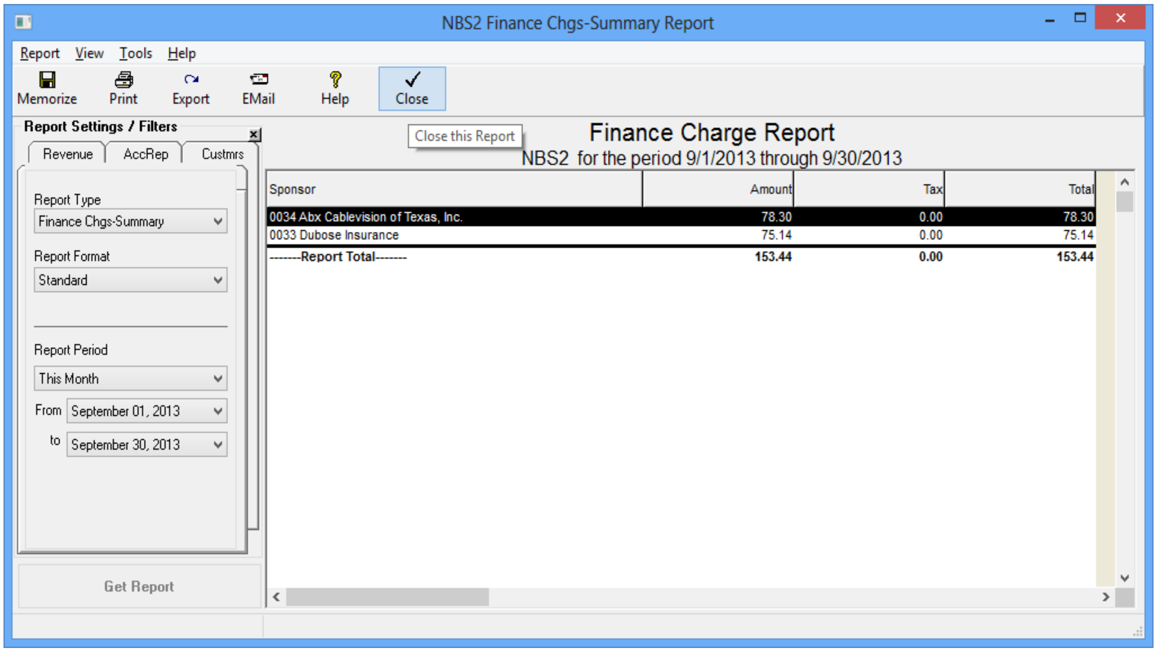
- ❑ **Adjustments-Detail** - Prints a detail (1 row per transaction) of the adjusting entries posted during the report period. Items are listed in columns based on the type of adjustment. Report columns include Debit, Credit, Trade Credit, Bad debt, Agency Commission, Tax.

Sample Adjustments Detail Report



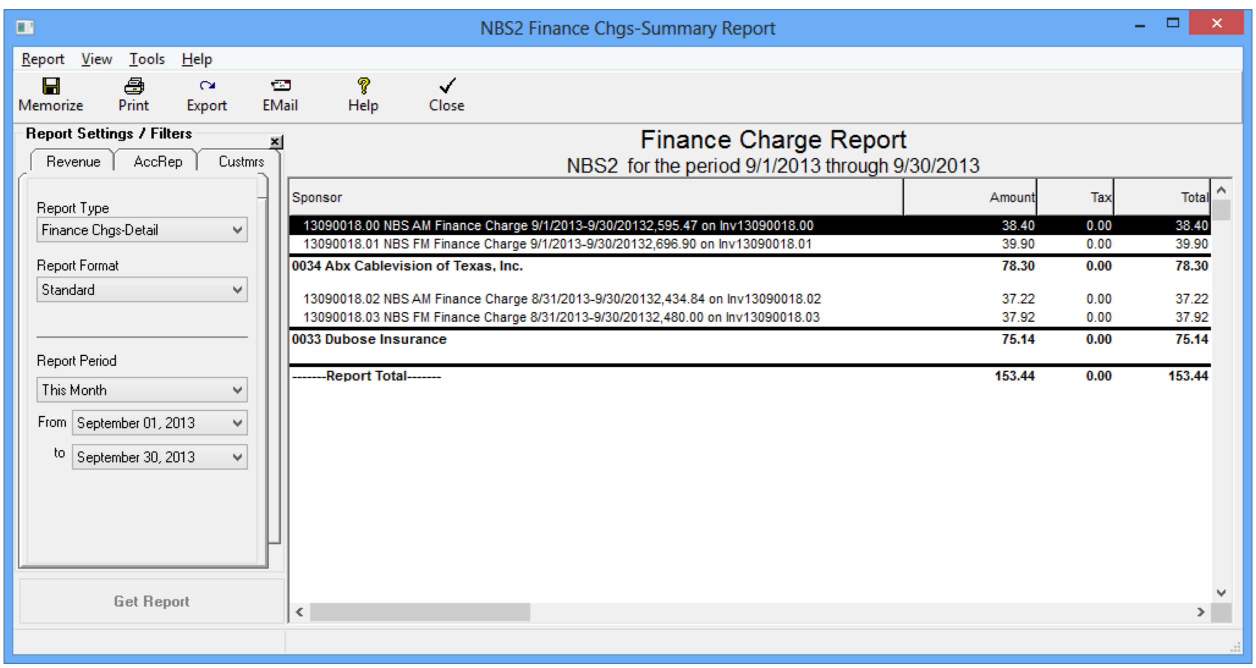
- **Finance Charges -Summary** - Prints a summary (1 row for each customer) of the finance charges added during the report period. Report columns include Amount, Tax, and Total.

Sample Finance Charge Summary Report



- **Finance Charges -Detail** - Prints a detail (1 row per invoice) of the finance charges added during the report period. Report columns include Amount, Tax, and Total.

Sample Finance Charge Detail Report



Also see [TaxDue Reports]

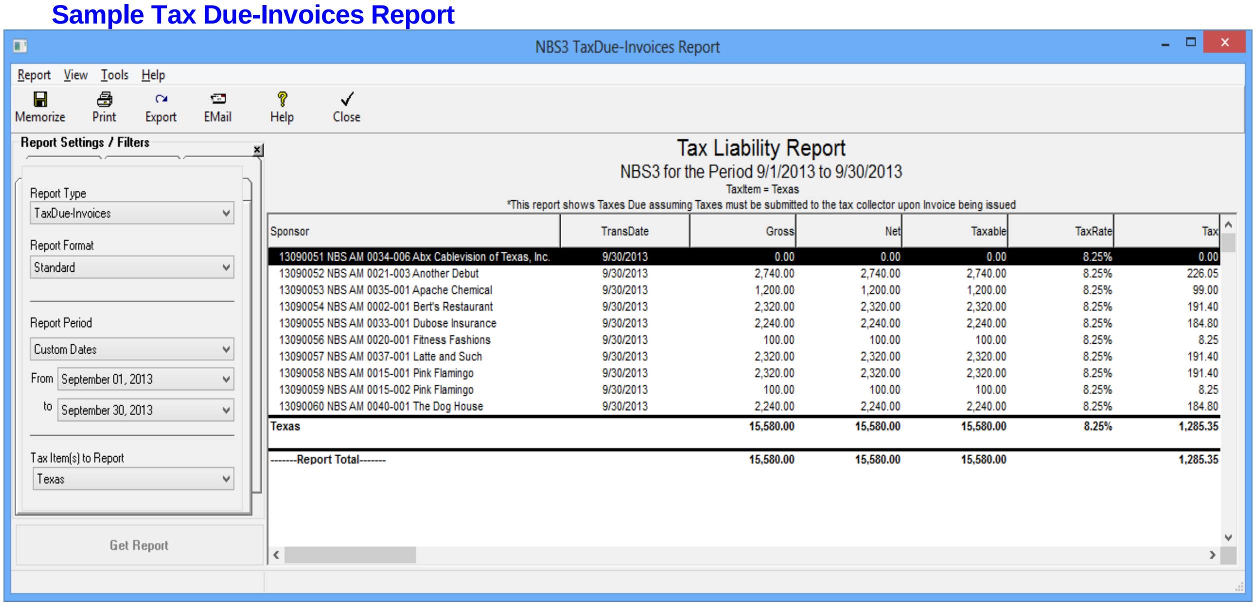
Tax Due Reports

Report Description

This report screen generates reports showing the tax you have collected during the report period based on either invoices issued or payments received. To get to these reports, from the main NL menu, select **[Reports][Transactions][Tax Reports]**.

- On the **General** tab [described below] you can select the main settings for the report.
- On the **Sort** tab you can control how the report is sorted and grouped.
- Use the **Stations, AcctRep, Revenue, and Custmrs** tabs to perform basic report filtering. Also see advanced filters to handle complex filtering.
- You may customize the report format to select which columns are displayed, the page layout to select font, paper margins, and paper orientation, and the report title and subtitle text.

Sample Tax Due-Invoices Report



General Tab - Report Format

Standard is default but you may also use this dropdown box to select another customized report format you have previously saved. See Saving customized report formats. Also see Restore default report format

General Tab - Report Type

The Tax Reports screen has 2 types of reports:

- **Tax Due-Invoices** - Prints a report of tax due assuming taxes must be forwarded to the tax collector based on issued invoices.
- **Tax Due-Payments** - Prints a report of tax due assuming taxes must be forwarded to the tax collector based on payments received.

General Tab - Tax Item(s) to Report

The Transactions Report can be filtered to report on individual Tax Items in case you collect taxes for different agencies or at differing rates.

Sales Projection Reports

Report Description

This report screen generates reports showing expected future billing to be issued within the report period based on orders entered in NL as of the date the report is generated.

To get to the Sales projection reports, from the main NL menu, select **[Reports][Sales Projections]**.

- On the **General** tab [described below] you can select the main settings for the report.
- On the **Sort** tab you can control how the report is sorted and grouped.
- Use the **Stations, AcctRep, Revenue, and Custmrs** tabs to perform basic report filtering. Also see advanced filters to handle complex filtering.
- You may customize the report format to select which columns are displayed, the page layout to select font, paper margins, and paper orientation, and the report title and subtitle text.

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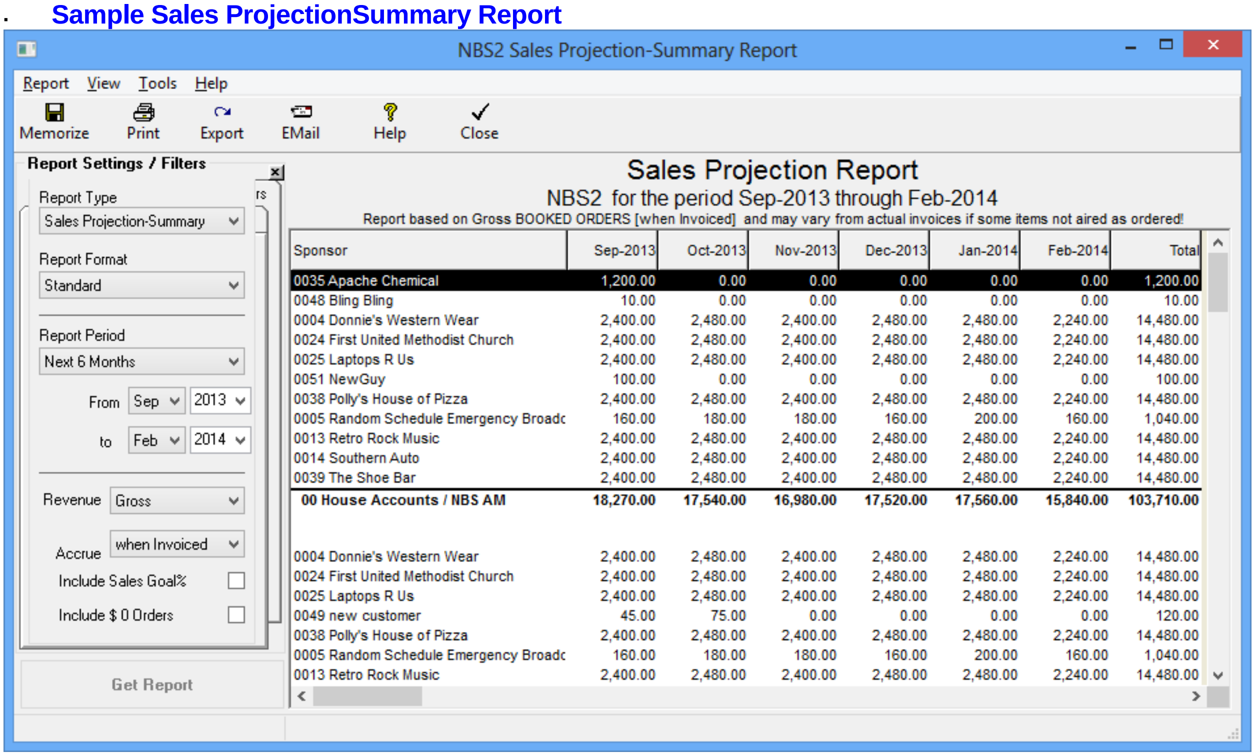
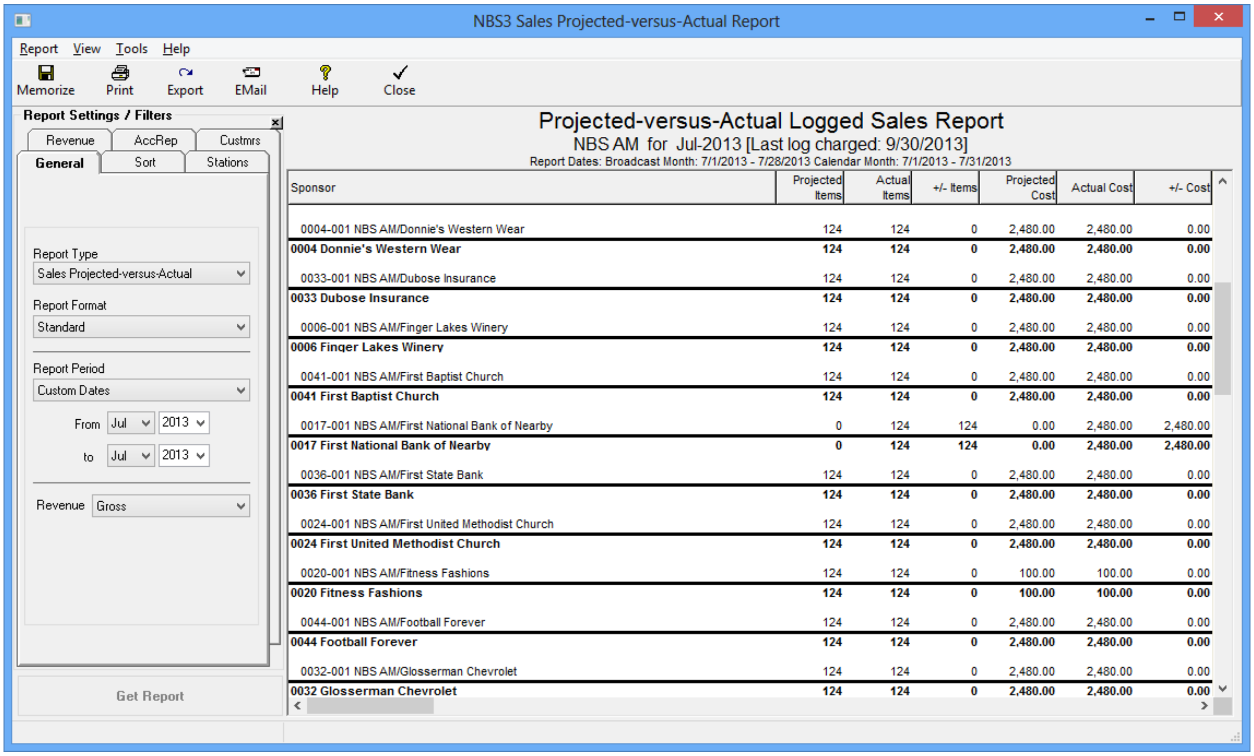
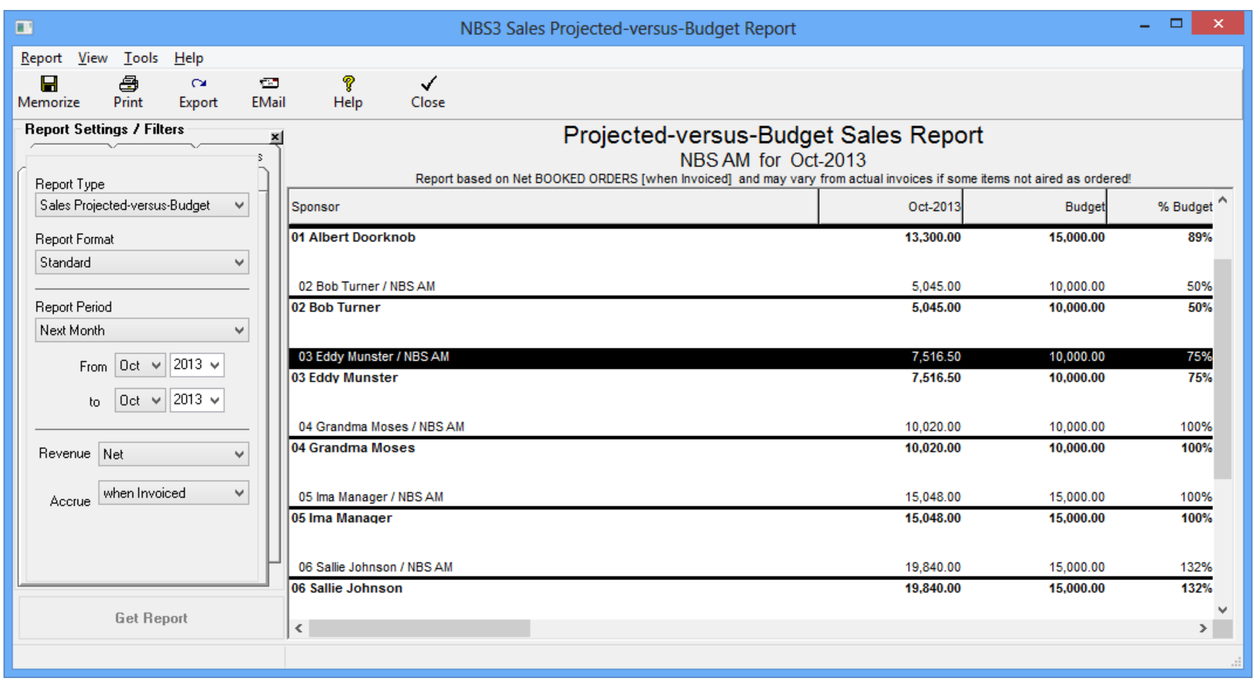
Sample Sales ProjectionSummary Report



Sample Sales Projected-versus-Actual Logged Sales Report



Sample Sales Projected-versus-Budget Sales Report



General Tab - Report Format

Standard is default but you may also use this dropdown box to select another customized report format you have previously saved. See Saving customized report formats. Also see Restore default report format

General Tab - Report Type

- **Sales Projection-Summary** - Prints a summary (1 row for each customer) of the expected invoice totals issued during the report period. Report columns show totals for individual periods within the total report period depending on the report period selected.
- **Sales Projection-Detail** - Same as above but prints a detail (1 row per broadcast order) of the invoices projected to be issued during the report period
- **Sales Projection-Comparative** - Prints a comparison between the selected report period projected billing and the projected billing for the same period in the previous year. Report columns show totals for individual periods within the total report period depending on the report period selected.
- **Projected-versus-Actual** - Prints a comparison between the "projected" sales [ordered] and the "actual" [logged] sales through the last 'log charge date'. This can be used to find errors prior to billing.
- **Projected-versus-Budget** - Prints a comparison between the "projected" sales [ordered] and the budgeted sales goals.

General Tab - Report Period

The Sales Projection Report may be based on these Report periods:

- **Custom Dates**
- **Next Month**
- **Next 3 Months**
- **Next 6 Months**
- **Next 12 Months**
- **Next Quarter Months**
- **Next 4 Quarters**
- **Next 6 Year**
- **This Month**
- **This Quarter**
- **This Year**
- **This Year-to-Date**

General Tab - Revenue

The Sales Projection Report may show amounts based on **Gross** billing, **Net** [after agency commission], **Gross + Tax**, or **# Broadcasts.**

General Tab - Accrue

The Sales Projection Report may show amounts accrued **"when Invoiced"** or **"when Logged".**

- **When Invoiced** [default value] will include per-spot and package price revenue in the correct column based on the date the invoice is going to be issued.
- **When Logged** will include per-spot revenue in the correct column based on the date the item[s] are going to be logged. For level-package and variable-package billing, revenue is prorated by using an average rate: **BILLCYCLE-COST / BILLCYCLE-SPOTS X #SPOTS-RUN-IN-CALENDAR-MONTH**

General Tab - Include Sales Goal %

On Sales Projection reports, if you check this box, an extra line will be computed for each Account Rep and Station subtotal showing the % of sales goals for the report period. These sales goals are established in Setting up Account Reps

General Tab - Include $0 Orders

On Sales Projection reports, if you check this box, detail report lines for orders that run but are to be billed at no cost during the projections period will be printed on the report.

Inventory Reports

Report Description

This report screen generates reports showing how much of you broadcast avail inventory is sold and/or unsold based the Log Templates and Orders entered in NL as of the date the report is generated. See General Tab - Distribute Non-Fixed Spots for important information regarding these reports and Inventory Report Columns to configure your daypart columns. To get to these reports, from the main NL menu, select **[Reports][Inventory]**.

- On the **General** tab [described below] you can select the main settings for the report.
- On the **Sort** tab you can control how the report is sorted and grouped.
- Use the **Stations, AcctRep, Revenue, and Custmrs** tabs to perform basic report filtering. Also see advanced filters to handle complex filtering.
- You may customize the report format to select which columns are displayed, the page layout to select font, paper margins, and paper orientation, and the report title and subtitle text.

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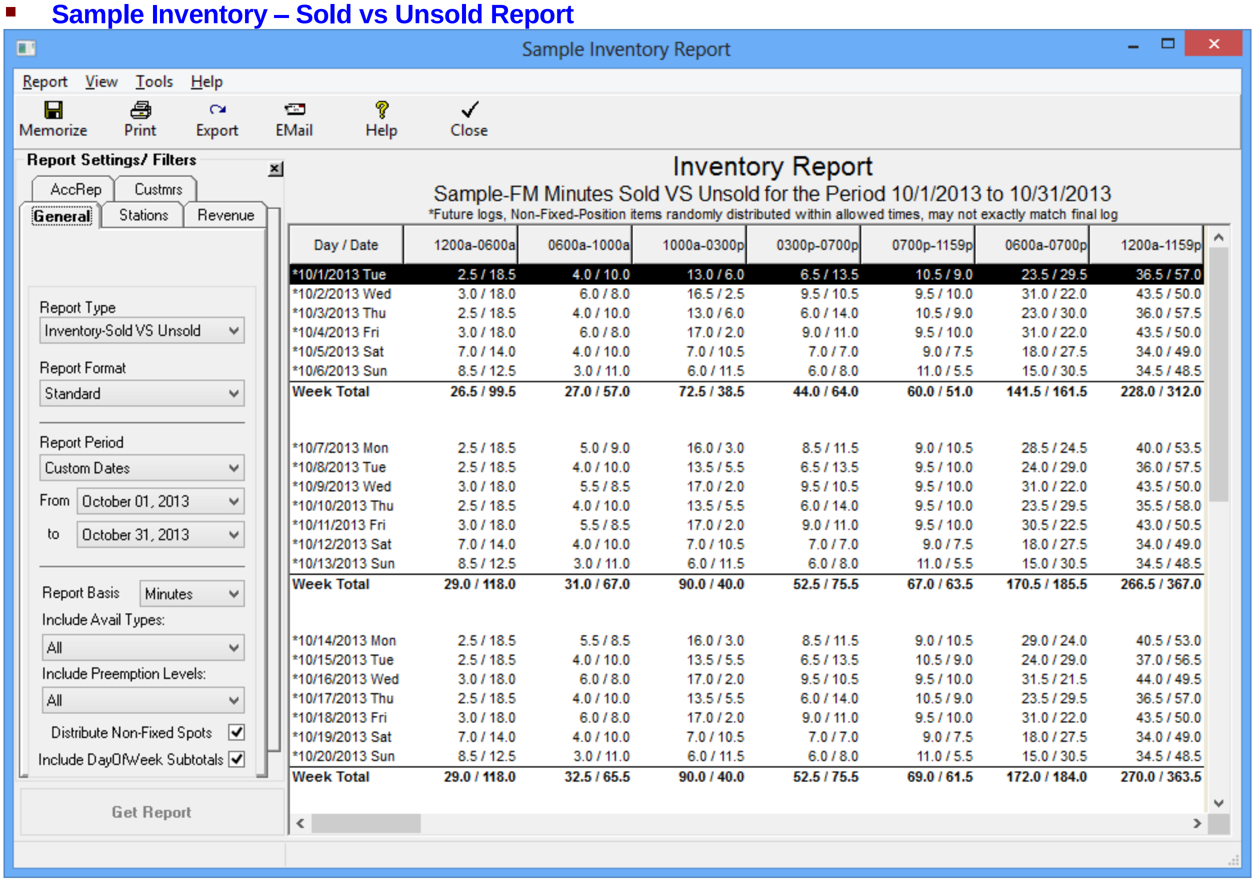
- **Sample Inventory – Sold vs Unsold Report**



Day / Date	1200a-0600a	0600a-1000a	1000a-0300p	0300p-0700p	0700p-1159p	0600a-0700p	1200a-1159p
*10/1/2013 Tue	2.5 / 18.5	4.0 / 10.0	13.0 / 6.0	6.5 / 13.5	10.5 / 9.0	23.5 / 29.5	36.5 / 57.0
*10/2/2013 Wed	3.0 / 18.0	6.0 / 8.0	16.5 / 2.5	9.5 / 10.5	9.5 / 10.0	31.0 / 22.0	43.5 / 50.0
*10/3/2013 Thu	2.5 / 18.5	4.0 / 10.0	13.0 / 6.0	6.0 / 14.0	10.5 / 9.0	23.0 / 30.0	36.0 / 57.5
*10/4/2013 Fri	3.0 / 18.0	6.0 / 8.0	17.0 / 2.0	9.0 / 11.0	9.5 / 10.0	31.0 / 22.0	43.5 / 50.0
*10/5/2013 Sat	7.0 / 14.0	4.0 / 10.0	7.0 / 10.5	7.0 / 7.0	9.0 / 7.5	18.0 / 27.5	34.0 / 49.0
*10/6/2013 Sun	8.5 / 12.5	3.0 / 11.0	6.0 / 11.5	6.0 / 8.0	11.0 / 5.5	15.0 / 30.5	34.5 / 48.5
Week Total	**26.5 / 99.5**	**27.0 / 57.0**	**72.5 / 38.5**	**44.0 / 64.0**	**60.0 / 51.0**	**141.5 / 161.5**	**228.0 / 312.0**
*10/7/2013 Mon	2.5 / 18.5	5.0 / 9.0	16.0 / 3.0	8.5 / 11.5	9.0 / 10.5	28.5 / 24.5	40.0 / 53.5
*10/8/2013 Tue	2.5 / 18.5	4.0 / 10.0	13.5 / 5.5	6.5 / 13.5	9.5 / 10.0	24.0 / 29.0	36.0 / 57.5
*10/9/2013 Wed	3.0 / 18.0	5.5 / 8.5	17.0 / 2.0	9.5 / 10.5	9.5 / 10.0	31.0 / 22.0	43.5 / 50.0
*10/10/2013 Thu	2.5 / 18.5	4.0 / 10.0	13.5 / 5.5	6.0 / 14.0	9.5 / 10.0	23.5 / 29.5	35.5 / 58.0
*10/11/2013 Fri	3.0 / 18.0	5.5 / 8.5	17.0 / 2.0	9.0 / 11.0	9.5 / 10.0	30.5 / 22.5	43.0 / 50.5
*10/12/2013 Sat	7.0 / 14.0	4.0 / 10.0	7.0 / 10.5	7.0 / 7.0	9.0 / 7.5	18.0 / 27.5	34.0 / 49.0
*10/13/2013 Sun	8.5 / 12.5	3.0 / 11.0	6.0 / 11.5	6.0 / 8.0	11.0 / 5.5	15.0 / 30.5	34.5 / 48.5
Week Total	**29.0 / 118.0**	**31.0 / 67.0**	**90.0 / 40.0**	**52.5 / 75.5**	**67.0 / 63.5**	**170.5 / 185.5**	**266.5 / 367.0**
*10/14/2013 Mon	2.5 / 18.5	5.5 / 8.5	16.0 / 3.0	8.5 / 11.5	9.0 / 10.5	29.0 / 24.0	40.5 / 53.0
*10/15/2013 Tue	2.5 / 18.5	4.0 / 10.0	13.5 / 5.5	6.5 / 13.5	10.5 / 9.0	24.0 / 29.0	37.0 / 56.5
*10/16/2013 Wed	3.0 / 18.0	6.0 / 8.0	17.0 / 2.0	9.5 / 10.5	9.5 / 10.0	31.5 / 21.5	44.0 / 49.5
*10/17/2013 Thu	2.5 / 18.5	4.0 / 10.0	13.5 / 5.5	6.0 / 14.0	10.5 / 9.0	23.5 / 29.5	36.5 / 57.0
*10/18/2013 Fri	3.0 / 18.0	6.0 / 8.0	17.0 / 2.0	9.0 / 11.0	9.5 / 10.0	31.0 / 22.0	43.5 / 50.0
*10/19/2013 Sat	7.0 / 14.0	4.0 / 10.0	7.0 / 10.5	7.0 / 7.0	9.0 / 7.5	18.0 / 27.5	34.0 / 49.0
*10/20/2013 Sun	8.5 / 12.5	3.0 / 11.0	6.0 / 11.5	6.0 / 8.0	11.0 / 5.5	15.0 / 30.5	34.5 / 48.5
Week Total	**29.0 / 118.0**	**32.5 / 65.5**	**90.0 / 40.0**	**52.5 / 75.5**	**69.0 / 61.5**	**172.0 / 184.0**	**270.0 / 363.5**

General Tab - Report Format

Standard is default but you may also use this dropdown box to select another customized report format you have previously saved. See Saving customized report formats. Also see Restore default report format

General Tab - Report Type

The Sales Projection Report screen has these types of reports:

- **Inventory Sold** - Prints a report showing how sold out each selected daypart is for each log. Report columns show # or % of units or minutes sold depending on your selection for Report Basis.
- **Inventory UnSold** - Prints a report showing how much is unsold in each selected daypart is for each log. Report columns show # or % of units or minutes sold depending on your selection for Report Basis.
- **Inventory Total** - Prints a report showing total avails on your Log Template in each selected daypart for each log. Report columns show # of units or minutes depending on your selection for Report Basis.
- **Inventory Sold vs UnSold** - Prints a report showing both sold and unsold avails in each selected daypart for each log. Report columns show % or # of units or minutes sold and unsold depending on your selection for Report Basis.
- **Inventory Sold vs Total** - Prints a report showing both sold and total Log Template avails in each selected daypart for each log. Report columns show % or # of units or minutes sold and unsold depending on your selection for Report Basis.
- **Inventory Avg Rate** - Prints a report showing the average rate for all items logged in each selected daypart for each log.
- **Inventory Total Cost** - Prints a report showing the total valuew logged of all items logged in each selected daypart for each log.

General Tab - Report Basis

- **Units - #** of commercial units or avails on Log Template
- **% Units** - % of total avails on Log Template
- **Minutes -** Minutes of commercial spots or avails on Log template
- **% Minutes** - % of total available minutes on Log Template

General Tab - Avail Types

You can restrict the report to include only specific avail types such as sponsorships.

General Tab - Include Preemption Levels

You can restrict the report to include only orderlines with a preemption level superior to a specified level. This is sometimes helpful to see the loading without the lower priority items like station promos, trades, etc. to which you can assign an inferior preemption level and exclude from this report.

General Tab - Distribute Non-Fixed Spots

Because NL is a dynamic scheduler, the exact log positions of spots with wide time windows are not set until the final log is generated. New orders may cause some of these spots to be moved to another time within their time window. This can cause a problem for Inventory Reports.

Inventory Report Example

Assume you have a spot ordered to run 6AM-7PM. Assume you have your Inventory Report daypart columns set up as 6-10A, 10-3P, 3-7P, 7P-12MID, and 6A-7P. In this case NL must count the spot as running in the 6A-7P daypart but should it also count it as running in any of the 6-10A, 10A-3P, or 3-7P columns?

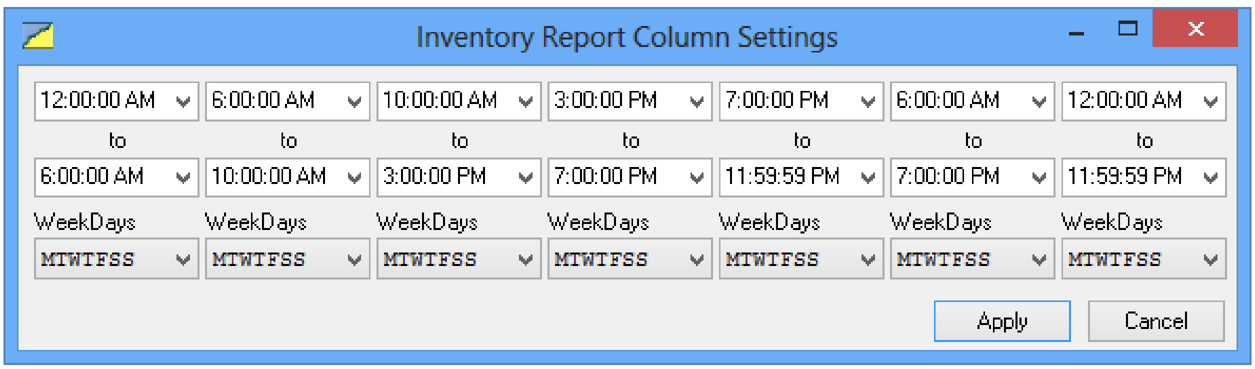
You select how you want NL to handle these wide-time-window spots when generating the Inventory Report.

Distribute Non-Fixed Spots IS checked NL will pick an approximate time for a wide-time-window spot and include it in any daypart columns in which the assumed time falls. This means a proportional share of wide-time-window spots are included in the daypart column because we know at least some will be run in that daypart [even though they could be moved out to another daypart column within the spot time window]. In the example above, NL would randomly select one of the 3 narrower dayparts [6-10A, 10A-3P, or 3-7P] to count the spot in addition to the 6A-7P column. This method gives better results if you want to know the overall expected inventory usage levels you will see after the final log is generated.

Distribute Non-Fixed Spots IS NOT checked NL will include in a daypart column only those items that must be logged within that daypart column. Any items with a wide time window could be moved out of that daypart column so the avail slots within the narrower daypart are technically still available to be sold. In the example above, NL would not count the spot in any of the 3 narrower dayparts [6-10A, 10A-3P, or 3-7P] but would count the spot in the 6A-7P column in which it must run. This method gives better results if you want to know the amount of non-movable spots already sold within a specific daypart in cases in which a new order may be placed for a number of spots in a particular daypart. This method is also useful when running a report for sponsorship avails using specific avail types.

Inventory Report Columns

You can change the report daypart columns with the Inventory Report screen displayed using the **[Report][Customize Report Format][Columns]** menu choice on the report screen. You can set specific start and end times or select time classes.

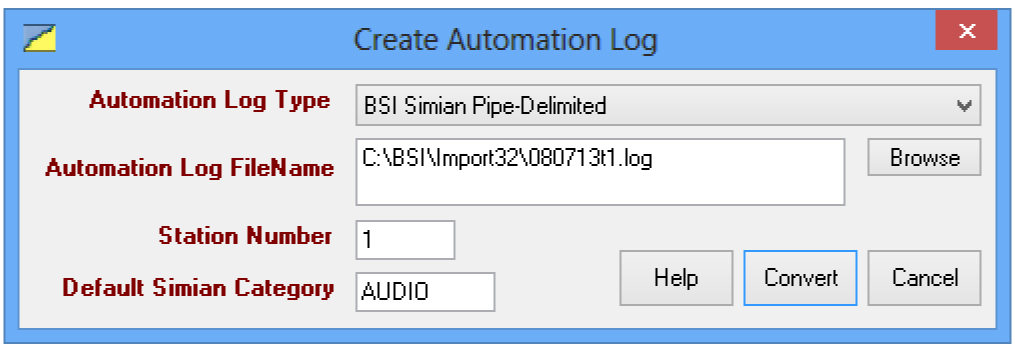


Automation Logs

The Natural Log system will interface to many automation systems. This is done by converting the Natural Log commercial log into a format which the automation can understand.

Sending a Log to Automation

To send the log to automation, the Natural Log system daily log must have been generated and edited, if necessary. The log is converted using the **[Convert-Log][Automation Log]** menu in the Log Editor to the proper format on a floppy disc or across a LAN directly to the automation system.



Note: There are some data values [such as Station Number above] that are required for certain automation systems. Also some restrictions apply to certain automation systems, so you must check the section of this manual that applies to your automation system before entering setting up into Natural Log.

Automation Systems Supported

Several automation systems have their own file formats. Natural Log converts logs to their formats when these automation systems are selected in **[Setup][Station][Automation Type]**. Otherwise Natural Log uses the output file format described in the Generic Automation Text Log Format depending on which Generic text output you select. Click on your automation type below to determine if your automation system uses this Generic Text Format or another proprietary format. Also see Auto-Inserting Date / Time Text & Automation Commands in Log templates if your automation requires any date or time text commands or audio cut names.

The following Automation output log types are supported by Natural Log. **Note:** Some restrictions apply to certain automation systems, so you must check the section of this help file which applies to your automation system before entering any orders into Natural Log. Some of these systems are supported for reconciliation as well. See the individual section applicable to your specific automation for more detailed information.

Arrakis Digilink 2/3/4™
Arrakis Digilink XTreme™

AuDisk™
AudioVault AV-Air™
Auto-Mate™ Systems
Auto-Mate™ Systems
AXS™ 1/2/Digital DJ(tm)
BE-Core™ & AV-SAT™ systems
BSI OpX™
BSI Simian™ or WaveStation™
BTSG Automax™
BTSG Gen IV™
CartReady™
CartWorks™
Classic Hollywood TV™ Automation
Computer Concepts DCS™
ControlReady™
Dalet™ [NL-DOS format]
Digicenter™
Digicorder™
Digital JukeBox™ system
Digital Universe™ system
Enco:DAD™ [Custom Filter]
Enco:DADPro32™ [ASCII Flat File]
EZ Broadcaster™ / EZ-2000™ AutomationFormat Sentry™ Automation
Generic ASCII log output file used for
Dalet™ [NL-DOS format] / CartReady™ / Pristine Rapidfire™
Google Audio Ads Automation™
Google Radio Automation™ GRA
Jazler Automation™
JockeyPro™
.m3u List
Maestro ™
MasterPlay™
Matco Video Server™
MediaTouch™
MusicReady™
NexGen™
Pristine RapidFire™
Pristine CDS32™
Prophet NexGen™
RadioOne™
RCS Log™
RCS GSelector/Zetta™
RDS Phantom™
Rivendell™
RushWorks MasterPlay™
Salsa™ & Systemation™
Scott Studios™ SS32/DSS/AXS3 systems
Smartcaster™
Smarts Skylla™
Spartamation™ Automation
StationPlaylist™
Synergy Broadcast Centre™
TuneTracker™
TM Century UDS™
Waitt Radio Network STORQ™
Wide Orbit™

WireReady™

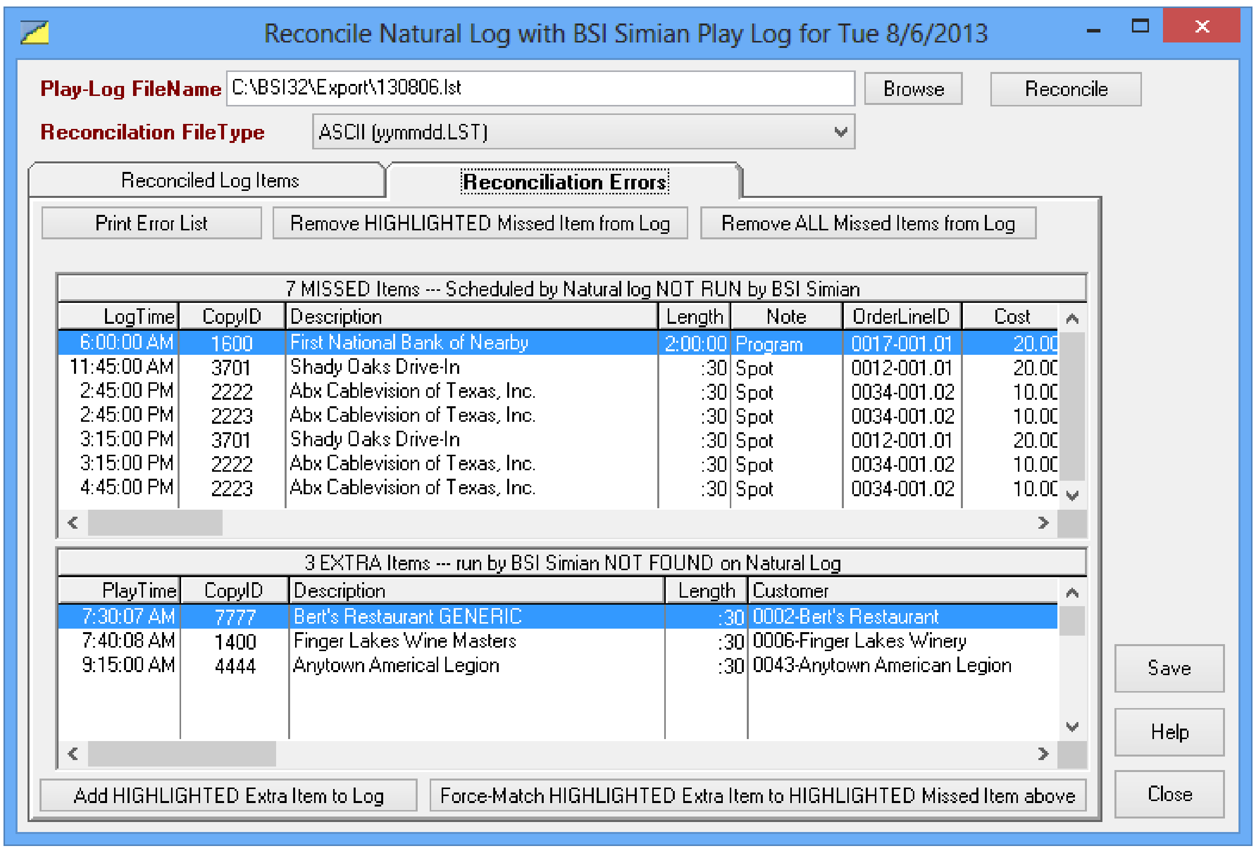
Reconciling Scheduled Logs Against Actual 'Aired' Logs

Reconciliation is an <u>optional</u> process whereby the NL Log is compared with an actual aired "Play-Log" from your automation system. This is not supported for some automation systems. See the appropriate section of this manual applicable to your specific Automation System to determine if NL supports reconciliation from your automation system.

To reconcile a log, have it open in the NL Log Editor and use the **[Convert-Log][Reconcile Schedule-Log with Play-Log]** menu choice. You will need to point NL to the automation system's Play Log using the [Browse] button.

This reconciliation process helps:

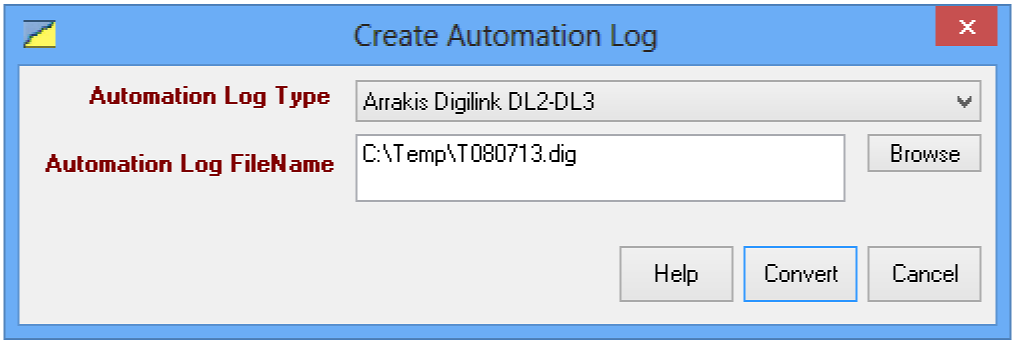
- Obtain actual playtimes of the items for Invoices/Affidavits
- Be sure missed items are not billed

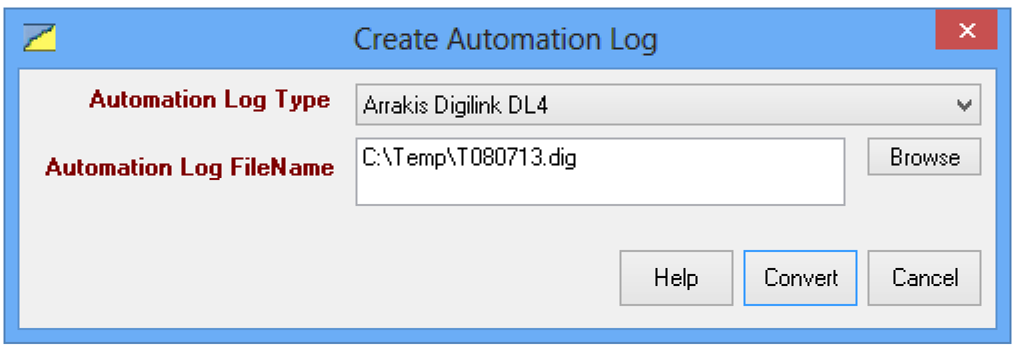


For a more detailed discussion of log reconciliation see [Reconciling Automation Logs]

Arrakis Digilink™ Automation Versions 3/4

Automation Logs are created in the NL Log Editor. At the Natural Log main screen, select **[Logs]**. Select an existing commercial log and then click **[Open]**. In the NL log Editor, click **[Convert-Log] [Automation Log]** to create the Automation Log. NL converts to the native Digilink log format.





Digilink Cart Numbers

Digilink can use any numeric or alphanumeric cut up to 8 characters to identify its audio cuts. NL can handle any valid Diglink audio cut identifier so all you need to do is enter the Digilink cut identifier for the particular commercial spot into the "CopyID" field on the NL Order Line entry screen.

Log Reconciliation is supported for Digilink

Copy the Play Log onto a floppy disc or to a folder on your LAN, and use the **[Convert-Log] [Reconcile Schedule-Log with Play-Log]** function in the **Log Editor** section of Natural Log, with the day's log loaded into the NL Log Editor. You will need to use the [Browse] button to point NL to the Play-Log. Natural Log will read the run times and print a discrepancy report.

Output & Input Log FileNames

Output (send) log file

Tmmddyr.DIG	mm is month, dd is day, yr is year
T080713.DIG	is Send Log for 08-07-13

Input (reconcile) Play log file

LmmddyrA.DIG	mm is month, dd is day, yr is year
L080713.DIG	is Play Log for 08-07-13

Digilink Commands

Commands can be sent to the Digilink (such as source switching) from the Natural Log templates. You can also pre-schedule non-commercial audio cuts to be played directly from the NL log template. Do not use this to schedule billable spots. Those are scheduled from Broadcast Orders.

On the Natural Log Template simply enter **&** and then the command code letter/numbers in the Event description. NL will pick up the command or cut name to play by capturing all characters between **&** and the first space in the event description. You may also enter more than one command per line, just enter a space between each command, and start each command with **&**.

Digilink Command Example - Event 0001 shown below

The command to switch to source 3 may be code "So3" in the Digilink. You would enter this as **&So3** in the event description column in the NL Log Templates. This will work with any of the Digilink commands, just use the **&** when entering the event description on the Natural Log Template. In this example, we included `Source3 ON' only to make it readable to humans. Digilink only needs **&So3**.

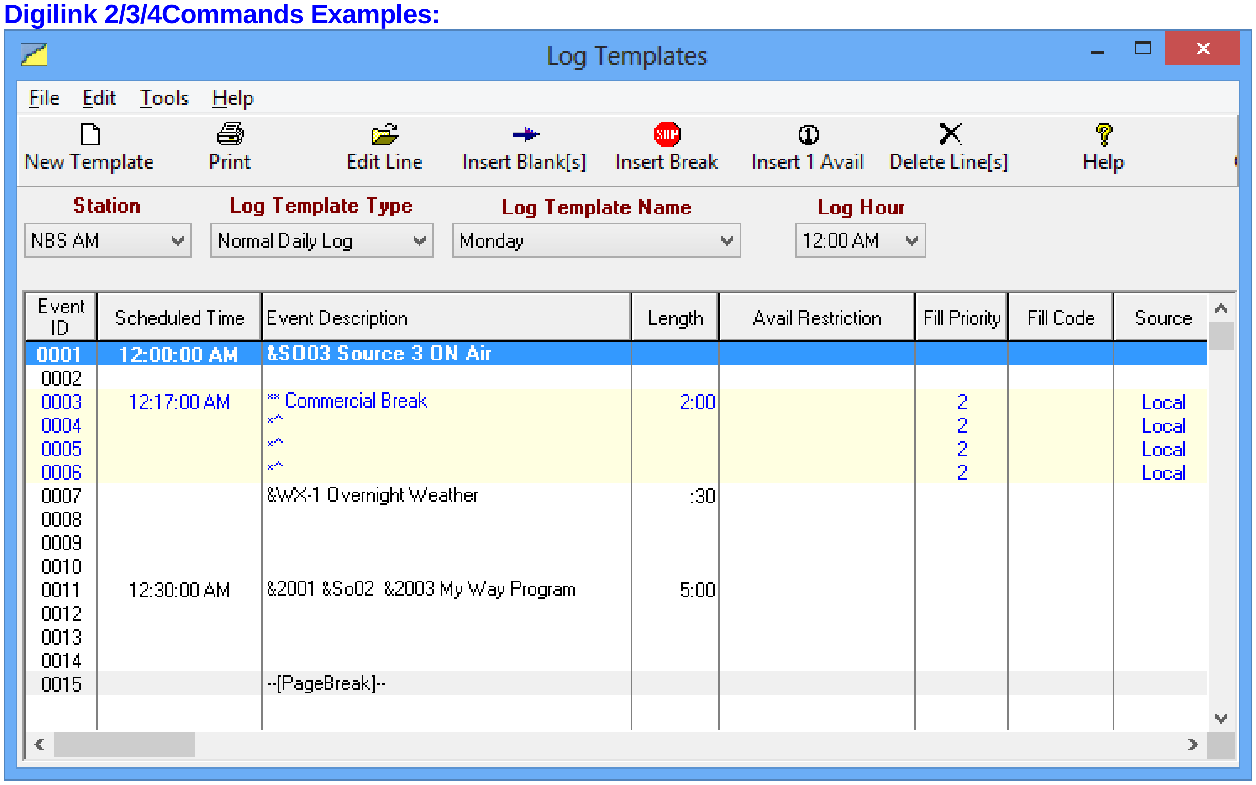
Digilink Play Cut Example - Event 0007 shown below

Assume you may need to run the non-commercial weather audio named WX-1 at certain times each day as part of a 3:00 commercial break. The entry starting at 0103 through 0106 would play 2:30 of commercials followed by the weather on event 0107. Note that the length of the commercial break listed was reduced by the length of the weather. Once again, DigiLink only needs the **&WX-1** and we inserted "Overnight Weather"only to make it easier to read for humans. Do not use this to schedule billable spots. Those are scheduled from Broadcast Orders.

Digilink Command Sequence Example - Event 0011 shown below

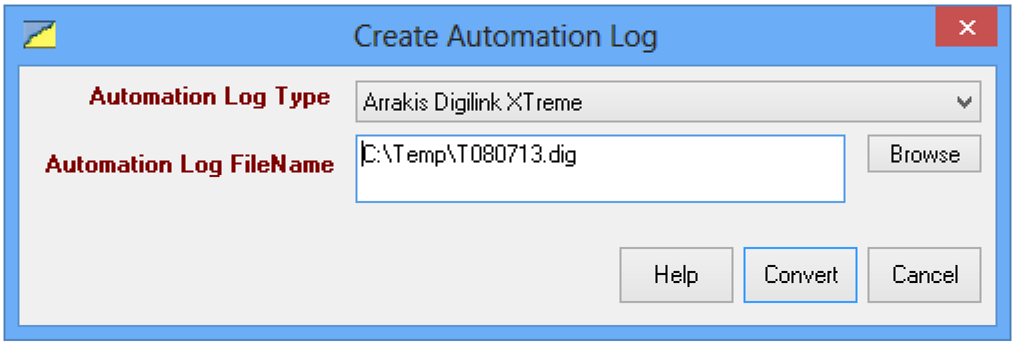
You may need to run a sequence of cuts or commands at a certain time each day. Assume you want to play a program opener (cut 2001), then switch to Source 2, then play a closer (cut 2002). You could enter each item on a separate line, or you could make the following entry in the Natural Log Templates.

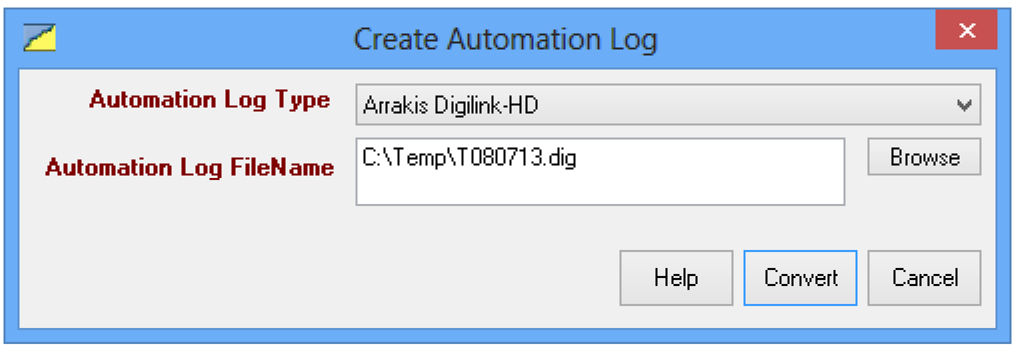
Digilink 2/3/4Commands Examples:

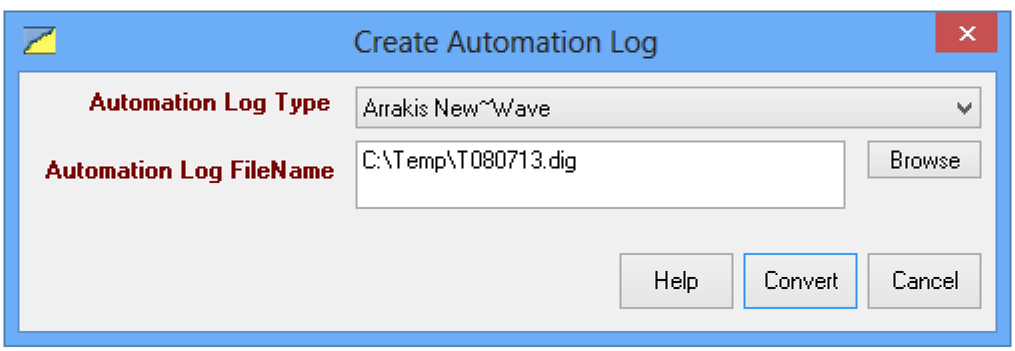


Arrakis Digilink Xtreme ™ / Digilink-HD™ / Digilink New~Wave™ Automation

Automation Logs are created in the NL Log Editor. At the Natural Log main screen, select **[Logs]**. Select an existing commercial log and then click **[Open]**. In the NL log Editor, click **[Convert-Log] [Automation Log]** to create the Automation Log. NL converts to the native Digilink Xtreme log format. This instructions below apply to Digilink-HD and Digilink New~Wave as well as Digilink XTreme.







Digilink Xtreme Cart Numbers

Digilink Xtreme can use any numeric or alphanumeric cut up to 8 characters to identify its audio cuts. NL can handle any valid Diglink audio cut identifier so all you need to do is enter the Digilink cut identifier for the particular commercial spot into the "CopyID" field on the NL Order Line entry screen.

Log Reconciliation is supported for Digilink XTreme

Copy the Play Log onto a floppy disc or to a folder on your LAN, and use the **[Convert-Log] [Reconcile Schedule-Log with Play-Log]** function in the **Log Editor** section of Natural Log, with the day's log loaded into the NL Log Editor. You will need to use the [Browse] button to point NL to the Play-Log. Natural Log will read the run times and print a discrepancy report.

Output & Input Log FileNames

Output (send) log file

Tmmddyr.DIG	mm is month, dd is day, yr is year
T080713.DIG	is Send Log for 08-07-13

Input (reconcile) Play log file

mmddyrA.DIG	mm is month, dd is day, yr is year
080713A.DIG	is Play Log for 08-07-13

NOTE: This "Play Log" must be exported from the Digilink Xtreme with only 1 day's play items. See "Logging" in chapter 8 of the Digilink Xtreme manual.

Digilink Xtreme Commands

Text commands can be sent to the Digilink (such as source switching) from the Natural Log system. On the Natural Log Template simply enter **&** and then the command code letter/numbers in the Event description. NL will pick up the command or cut name to play by capturing all characters between **&** and the first space in the event description. You may also enter more than one command per line, just enter a space between each command, and start each command with **&**.

There are certain commands that can or must be sent to Digilink Xtreme from NL. These are entered in the **Event Description** column of the NL log templates. These must be entered exactly as shown below:

&TIMED	The next event in the NL log is and event that starts play at a given time
&DROP	The next event is a Drop event.
&BREAK or &BRK	This begins a manual break that is scheduled at the end of the porevious event.
&TBREAK or &TBRK	This begins a timed break that is triggered at the start time of the break. If used in satellite mode &TBREAKS need a runtime [length].
&FBREAK or &FBRK	This begins a manual floating break that may be triggered by a satellite nerwork closure. If used in satellite mode &FBREAKS need a runtime [length].
&NOTE	This is some text you want to display in the Digilink log but plays nothing.
&SO## or &SOURCE##	This switches to a source. Replace ## with a 2-digit source number.
&BSAT	Begins Satellite mode. You must enter this formatted as follows in the NL Event Description in the log template: **&BSAT SS JJ S VVV** SS is the 2 digit source, JJ is the 2 -digit Jock number, VVV is the 3-digit variance as defined in Digilink Xtreme. Put exactly 1 space between each entry.

&ESAT End Satellite mode.

Digilink BREAKS

Digilink Xtreme requires Break Markers in NL log templates before each break so it knows where to load the items for that break. These are the &FBREAKS, &TBREAKS, and &BREAKS as described above. See example below.

Digilink Play Cut Example - Event 0008 shown below

Assume you may need to run the non-commercial weather audio named WX-1 at certain times each day as part of a 3:00 commercial break. The entry starting at 0103 through 0106 would play 2:30 of commercials followed by the weather on event 0107. Note that the length of the commercial break listed was reduced by the length of the weather. Once again, DigiLink only needs the **&WX-1** and we inserted "Overnight Weather"only to make it easier to read for humans. Do not use this to schedule billable spots. Those are scheduled from Broadcast Orders.

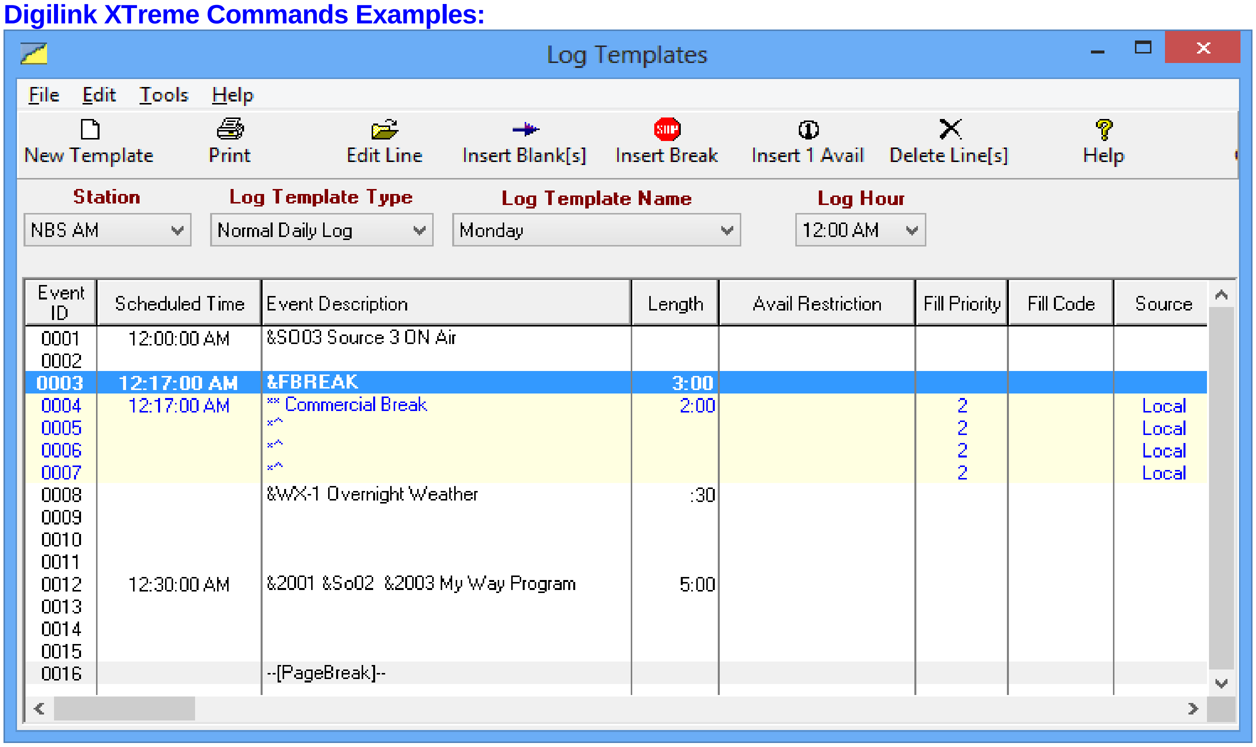
Digilink Command Example - Event 0001 shown below

The command to switch to source 3 may be code "So3" in the Digilink. You would enter this as **&So3** in the event description column in the NL Log Templates. This will work with any of the Digilink commands, just use the **&** when entering the event description on the Natural Log Template. In this example, we included `Source3 ON' only to make it readable to humans. Digilink only needs **&So3**.

Digilink Command Sequence Example - Event 0012 shown below

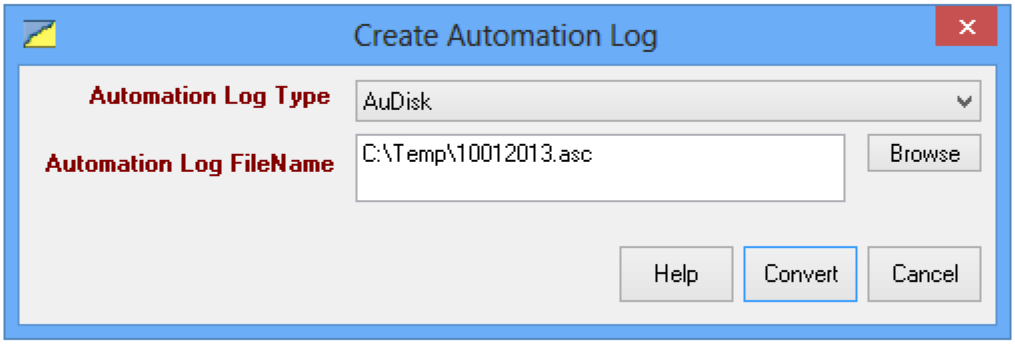
You may need to run a sequence of cuts or commands at a certain time each day. Assume you want to play a program opener (cut 2001), then switch to Source 2, then play a closer (cut 2002). You could enter each item on a separate line, or you could make the following entry in the Natural Log Templates.

Digilink XTreme Commands Examples:



AuDisk™ Automation

Automation Logs are created in the NL Log Editor. At the Natural Log main screen, select **[Logs]**. Select an existing commercial log and then click **[Open]**. In the NL log Editor, click **[Convert-Log] [Automation Log]** to create the Automation Log.



AuDisk Cut Numbers

All you need to do is enter the cut number for the particular commercial spot into the "CopyID" field (on the NL Order Line entry screen), in the Natural Log system when entering the orders. Make sure the number in NL matches the number in the AuDisk System.

Log Reconciliation is supported for AuDisk

Copy the AuDisk "audit" log file for the selected single date onto a floppy disc or to a folder on your LAN, and use the **[Convert-Log] [Reconcile Schedule-Log with Play-Log]** function in the **Log Editor** section of Natural Log, with the day's log loaded into the NL Log Editor. You will need to use the **[Browse]** button to point NL to the Play-Log. Natural Log will read the run times and generate a discrepancy report.

Output & Input Log FileNames

Output (send) log file

mmddyyyy.asc	mm is month, dd is day, yyyy is year
08072013.asc	is Send Log 08-07-13

Input (reconcile) log file

mmyyyyyy.LOG	mm is month, dd is day, yyyy is year
130807AU.LOG	is Audit Log for Aug 7, 2013

Automation Commands

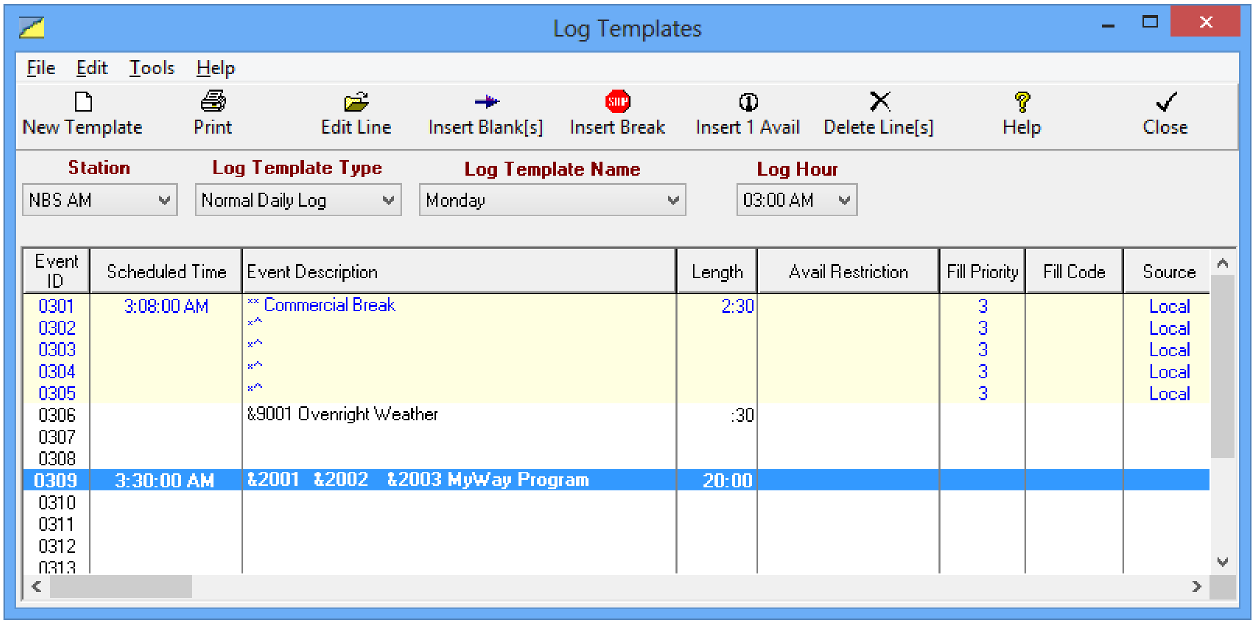
On the Natural Log Templates, simply enter **&** and then the command code letter/numbers in the Event description. NL will pick up the command or cut name to play by capturing all characters between **&** and the first space in the event description.

Play a Non-Commercial Audio Cut Example

Assume you may need to run weather at a certain time each day. If your weather is named **9001**, you could make the entry shown below at event 0306 in the Natural Log Templates. This would play 2:30 of commercials followed by the weather. Note that the length of the commercial break was reduced by the length of the weather. Once again, the computer only needs the **9001** and we inserted "Overnight Weather"only to make it easier to read for humans. Do not use this to schedule billable spots. Those are scheduled from Broadcast Orders.

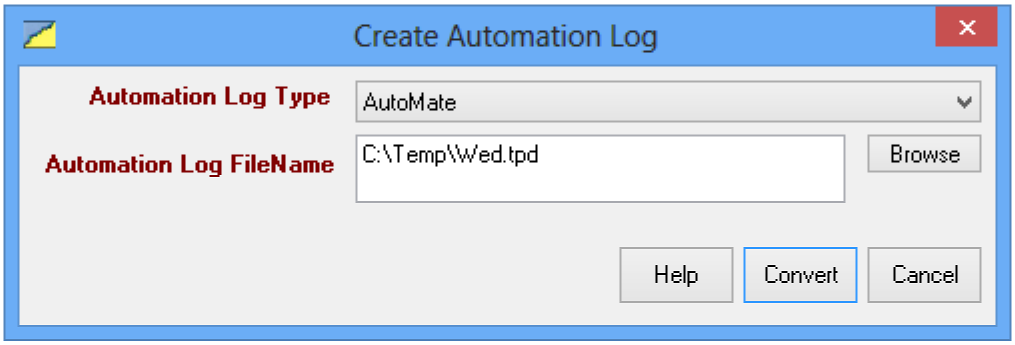
Command Sequence Example

You may need to run a sequence of cuts or commands at a certain time each day. Assume you want to play a program opener (cut 000201), then play a program (cut 000202), then play a closer (cut 000203). You could enter each item on a separate line, or you could make the entry shown at event 0309 below in the Natural Log Templates. Note that a single space is inserted between each command or cut and 'MyWay is an optional description.



Auto-Mate™ Automation

Automation Logs are created in the NL Log Editor. At the Natural Log main screen, select **[Logs]**. Select an existing commercial log and then click **[Open]**. In the NL log Editor, click **[Convert-Log] [Automation Log]** to create the Automation Log.



Auto-Mate Cut Numbers

The Auto-Mate system can use any cut numbers from S0001 to S9999. All you need to do is enter the cut number for the particular commercial spot into the "CopyID" field (on the NL Order Line entry screen), in the Natural Log system when entering the orders. Make sure the number in NL matches the number in the Auto-Mate System including the S.

Log Reconciliation is supported for Auto-Mate

Copy the Auto-Mate play log file for the selected single date onto a floppy disc or to a folder on your LAN, and use the **[Convert-Log] [Reconcile Schedule-Log with Play-Log]** function in the **Log Editor** section of Natural Log, with the day's log loaded into the NL Log Editor. You will need to use the [Browse] button to point NL to the Play-Log. Natural Log will read the run times and print a discrepancy report.

Output & Input Log FileNames

Output (send) log file

day.TPR	where day is Mon / Tue / etc.
MON.TPR	is Send Log for Monday

Input (reconcile) log file

day.LOG	where day is Mon / Tue / etc.
MON.LOG	is Play Log for Monday

Auto-Mate Break Markers

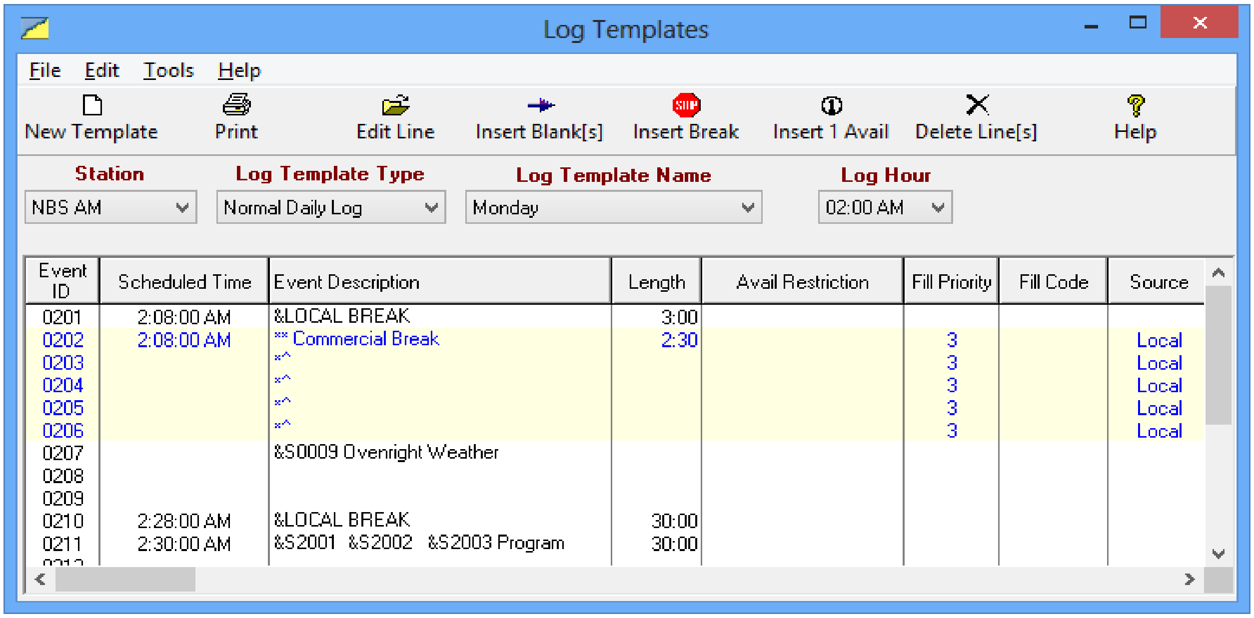
Each and every **Local Break** contact closure received from the Satellite network must be marked in Auto-Mate's play log, even if the break is empty, so that the Satellite network and Auto-Mate stay "in-sync". Each time a Local Commercial Break contact closure is received from the satellite network, Auto-Mate goes to the next "Local Break" marker in its play log, and plays the spots which follow the break marker, if any. If no spots are listed, the Auto-Mate immediately returns to satellite. These **Local Break Markers** are entered on the Natural Log Template as shown in the example below. Note that these must be entered in the NL Log Templates Event Description column as:

&LOCAL BREAK

There must be a space between &LOCAL and BREAK.

Break Marker Example

The "Local Break Marker" must appear immediately before any spot avails. It is necessary for all local breaks, both mandatory and optional (If-Used FillCode in Natural Log). This marker consists of a line immediately before the spot avails, with the same time as the avails, and an event description which must appear exactly as shown on event 0201 below (the **&** is a Natural Log command marker and is required).



Auto-Mate Commands

Commands can be sent to the Auto-Mate from the Natural Log templates. You can also pre-schedule non-commercial audio cuts to be played directly from the NL log template. On the Natural Log Template simply enter **&** and then the command code letter/numbers in the Event description. NL will pick up the command or cut name to play by capturing all characters between **&** and the first space in the event description. You may also enter more than one command per line, just enter a space between each command, and start each command with **&**.

Play a Non-Commercial Audio Cut Example - Event 0207 shown above

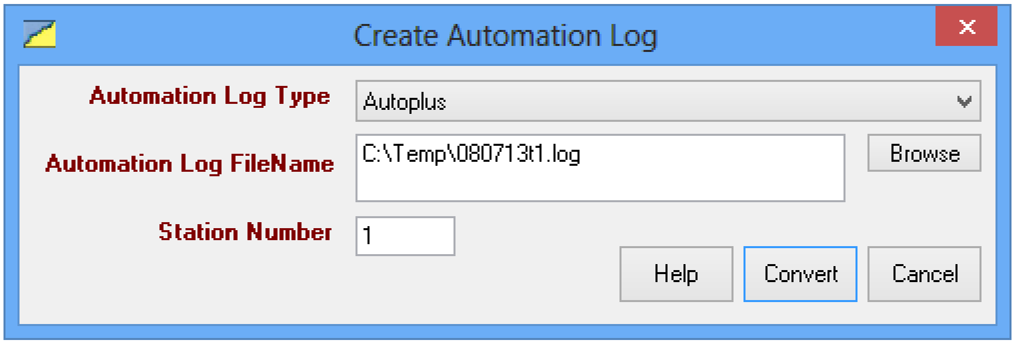
Assume you may need to run weather at a certain time each day. If your weather is named S0009, you could make the entry shown at event 0207 Natural Log Templates. This would play 2:30 of commercials followed by the weather. Note that the length of the commercial break was reduced by the length of the weather. Once again, the computer only needs the S0009 and we inserted "Overnight Weather" only to make it easier to read for humans. Do not use this to schedule billable spots. Those are scheduled from Broadcast Orders.

Command Sequence Example - Event 0211 shown above

You may need to run a sequence of cuts or commands at a certain time each day. Assume you want to play a program opener (cut 2001), then play a program (cut 2002), then play a closer (cut 2003). You could enter each item on a separate line, or you could make the entry shown at event 0211 above in the Natural Log Templates. Note that a single space is inserted between each command or cut and 'Program' is an optional description.

AutoPlus™ Automation

Automation Logs are created in the NL Log Editor. At the Natural Log main screen, select **[Logs]**. Select an existing commercial log and then click **[Open]**. In the NL log Editor, click **[Convert-Log] [Automation Log]** to create the Automation Log.



AutoPlus Cut Numbers

All you need to do is enter the cut number for the particular commercial spot into the "CopyID" field (on the NL Order Line entry screen), in the Natural Log system when entering the orders. Make sure the number in NL matches the number in the AutoPlus System.

Log Reconciliation is supported for AutoPlus

Copy the AutoPlus "audit" log file for the selected single date onto a floppy disc or to a folder on your LAN, and use the **[Convert-Log] [Reconcile Schedule-Log with Play-Log]** function in the **Log Editor** section of Natural Log, with the day's log loaded into the NL Log Editor. You will need to use the [Browse] button to point NL to the Play-Log. Natural Log will read the run times and generate a discrepancy report.

Output & Input Log FileNames

Output (send) log file

mmddyrT#.LOG	mm is month, dd is day, yr is year # is optional station #
080713.LOG	is Send Log 08-07-13 for station1

Input (reconcile) log file

Commercialsddmmyycccc.CSV	where ddmmyy is day / month / year & cccc is station name
Commercials080713CoolFM.LOG	is Play Log for Aug 7, 2013, for CoolFM

Automation Commands

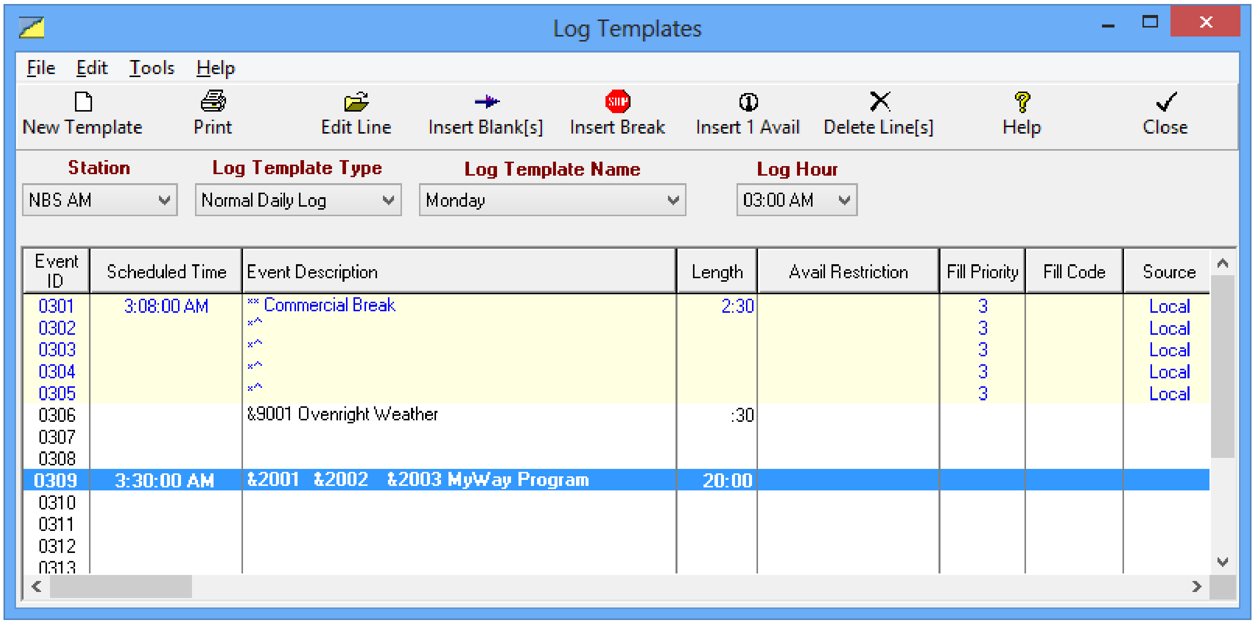
On the Natural Log Templates, simply enter **&** and then the command code letter/numbers in the Event description. NL will pick up the command or cut name to play by capturing all characters between **&** and the first space in the event description.

Play a Non-Commercial Audio Cut Example

Assume you may need to run weather at a certain time each day. If your weather is named **9001**, you could make the entry shown below at event 0306 in the Natural Log Templates. This would play 2:30 of commercials followed by the weather. Note that the length of the commercial break was reduced by the length of the weather. Once again, the computer only needs the **9001** and we inserted "Overnight Weather"only to make it easier to read for humans. Do not use this to schedule billable spots. Those are scheduled from Broadcast Orders.

Command Sequence Example

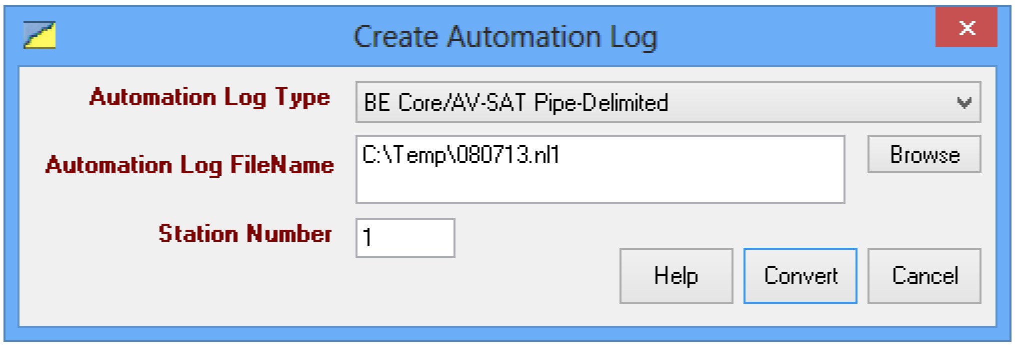
You may need to run a sequence of cuts or commands at a certain time each day. Assume you want to play a program opener (cut 000201), then play a program (cut 000202), then play a closer (cut 000203). You could enter each item on a separate line, or you could make the entry shown at event 0309 below in the Natural Log Templates. Note that a single space is inserted between each command or cut and 'MyWay is an optional description.



BE-CORE / AV-SAT ™ Automation

Automation Logs are created in the NL Log Editor. At the Natural Log main screen, select **[Logs]**. Select an existing commercial log and then click **[Open]**. In the NL log Editor, click **[Convert-Log] [Automation Log]** to create the Automation Log.

NL converts to a "native" BE-CORE [early version of AudioVault] log format. Any references in this section of this manual referring to AudioVault refer to the earlier BE-CORE/AV-SAT not the AudioVault AV-Air. **WARNING:** Users of AudioVault AV-Air MUST use the AudioVault AV-Air output log format as described in AudioVault AV-Air™



BE-CORE/AudioVault Cut Numbers

AV-SAT/BE-CORE can use any numeric or alphanumeric cut up to 8 characters to identify its audio cuts. NL can handle any valid AV-SAT audio cut identifier so all you need to do is enter the AV-SAT cut identifier for the particular commercial spot into the "CopyID" field on the NL Order Line entry screen.

Log Reconciliation is supported For AudioVault

Copy the Play Log onto a floppy disc or to a folder on your LAN, and use the **[Convert-Log] [Reconcile Schedule-Log with Play-Log]** function in the **Log Editor** section of Natural Log, with the day's log loaded into the NL Log Editor. You will need to use the [Browse] button to point NL to the Play-Log. Natural Log will read the run times and print a discrepancy report.

Output & Input Log FileNames

Output (send) log filename

mmddyr.NL#	mm=month##, dd=day, yr=year, station#
080713.NL1	Send Log for 08-07-15 station # 1

Input (reconcile log filename

mmmdd#.LOG	mmm is 3-letter month, dd is day, station#
AUG07.LOG	Read Log for 08-07-13 station #1

Specifying AV-SAT StartCodes for Commercials

Normally NL will sent the "Start Command" for commercial events [not commands] as blank [manual or closure start] for the first commercial event at a given log time, then + [autostart segue] for all events that occur at exactly the same log time as the first event. This can be overridden to force first-in-break events and events that occur at different times to also have the + start code by placing the following text as a line by itself in the NL log template:

&[AutoStart] ON All following events are sent with + [segue] start-code until NL sees an [AutoStart] OFF entry. If you want AutoStart + sent for all commercial items in the entire log, just put this command as the first event in each NL log template.

&[AutoStart] OFF All events sent as described above [this is the default setting].

NOTE: Commands in which you specify a particular start code [in the second column as described below] will always have the start code specified in the command entry regardless of the [AutoStart] setting in effect.

AV-SAT Commands

AV-SAT accepts certain commands such as "load the next day's log". (See the AV-SAT manual). These can be entered on your Natural Log Templates as command lines of text. Natural Log will treat these as command lines if you begin the event description with **&|@|X|** followed immediately by the command name.

Explanation of second column codes:

↓

`&|@|X|` @ means time triggered

`&|+|X|` + means triggered at the end of the prior event

`&| |X|` the blank between the lines means triggered from your network or automation system

Explanation of 3rd column codes:

↓

`&|@|X|` X means an AudioVault Command follows on this line

`&|@|L|` L means an announcer stack Load follows on this line

`&|@|J|` J means Jump to a new playlist follows on this line

`&|@|:|` : means an Audiovault label follows on this line

`&|@|'|` ' indicates a COMMENT line

The actual command would immediately follow the last **|** in the log format event description in Natural Log. See your AV-SAT manual for explanations of these commands and codes.

Aligning AV-SAT for Satellite Network Contact Closures

When using a satellite network which sends contact closures, you need to be sure that AV-SAT stays "aligned" with the satellite service so that it is at the proper point in the log when the next contact closure occurs even if the break to be triggered is empty. In the example below, the station is running a satellite service so they are concerned with proper alignment with contact closures. There are 2 commands required on the Natural Log Templates:

&|@|:|ALIGN The @ tells AV-SAT that this is a timed event to be executed at at the specified time (1018 in this example). The time you enter must be before the earliest time the contact closure may occur. The **:** tells AV-SAT that this is a line label. **ALIGN** tells AV-SAT to move to this line at the time specified and wait for the next contact closure, which will come about 1021, but may float. When it receives the contact closure, AV-SAT will play the following spots (if any) and return to satellite.

&| |`|BREAK** The | | tells the system that this is a "Satellite Start" event and MUST be blank. The |`| tells the system that this is a "Comment Line". **BREAK is just a text description. This comment line serves to STOP the AV-SAT ONLY if there are no commercials in the spotset which follows it. The time on this event MUST be the

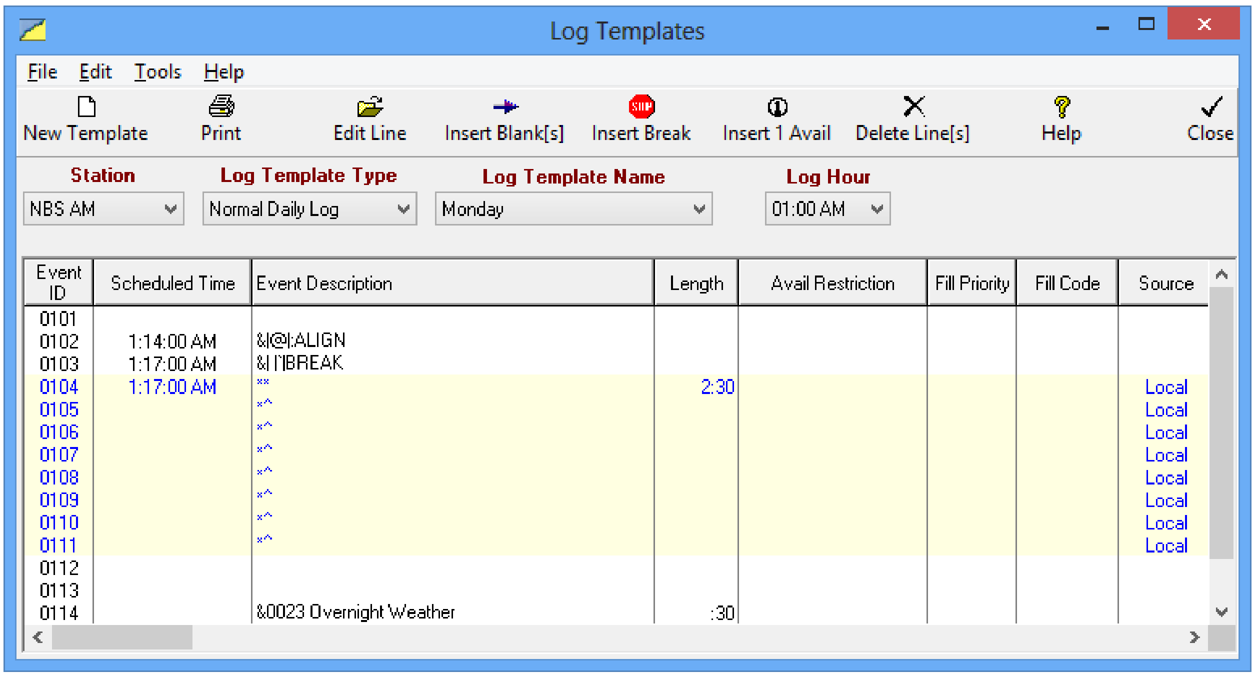
same as the start time of the stopset. This event is required for all commercial breaks as a safety device to prevent AV-SAT from getting out of sequence with the Network. If no spots follow this event, AV-SAT stays on satellite.

Example Aligning AudioVault with Satellite Contact Closures - Event 0102 shown below.

Assume you may need to be sure the AudioVault is aligned to the correct when it receives the contact closure to play that break. Event 0102 shows how this could be entered. Note that the time as several minutes before the break is expected to be triggered.

Example Play a non-commercial Audio Cut - Event 0114 shown below.

Assume you may need to run the non-commercial weather audio named 0023 at certain times each day as part of a 3:00 commercial break. The entry starting at 0104 through 0111 would play 2:30 of commercials followed by the weather. Note that the length of the commercial break listed was reduced by the length of the weather. Once again, AudioVault only needs the **&0023** and we inserted "Overnight Weather"only to make it easier to read for humans. Do not use this to schedule billable spots. Those are scheduled from Broadcast Orders.

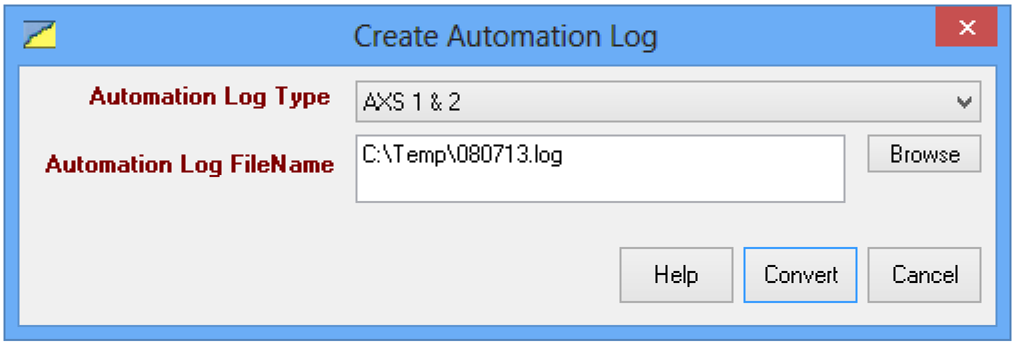


AV-SAT Commands

You can also use the **&** to play an audio cut from the Log Format. Just enter & followed immediately (no spaces) by the audio cut number as the event description in the Natural Log Templates. This is useful for scheduling weather, jingles, ID's, etc. An example is shown on event 0107 above.

AXS™ Automation Versions 1/2 and Digital DJ

Automation Logs are created in the NL Log Editor. At the Natural Log main screen, select **[Logs]**. Select an existing commercial log and then click **[Open]**. In the NL log Editor, click **[Convert-Log] [Automation Log]** to create the Automation Log.



NOTICE: This section applies only to AXS version 1 and 2. Scott Studios new AXS 3 system uses the regular Scott Studios SS32 interface.

AXS systems version 1 and 2 and the older Digital DJ systems use log file formats which are **NOT** 100% compatible with each other. We have therefore included separate conversion systems for the older Digital DJ and for the AXS systems. NL converts to the native AXS and Digital DJ log formats.

AXS / Digital DJ Cut Numbers

The AXS system uses audio cut numbers from 2000 to 9999, plus cuts 1 to 1999 reserved for commands and rotators. The Digital DJ system uses audio cut numbers 1000 to 2999, plus cuts 1 to 999 reserved for commands and rotators. NL accepts any cart (cut) number from 1 to 9999 so NL can be used to send rotator or command information to the AXS or Digital DJ. Enter the cut number into the NL "CopyID" field during order entry.

Log Reconciliation is supported for AXS / Digital DJ

Copy the Audit Log onto a floppy disc or to a folder on your LAN, and use the **[Convert-Log] [Reconcile Schedule-Log with Play-Log]** function in the **Log Editor** section of Natural Log, with the day's log loaded into the NL Log Editor. You will need to use the [Browse] button to point NL to the Play-Log. Natural Log will read the run times and print a discrepancy report.

Output & Input Log FileNames

Output (send) log file:

mmddyr.LOG mm is month, dd is day, yr is year
080713.LOG is Send Log for 08-07-13

Input (reconcile) Audit Log file:

mmddyr.ALG mm is month, dd is day, yr is year
080713.ALG is Audit Log for 08-07-13

AXS / Digital DJ Commands & Cluster Markers

Cut numbers 1 to 999 are reserved by the Digital DJ for commands. Cuts 1 to 1999 are reserved by AXS for commands. These commands CAN be automatically sent to the Digital DJ or AXS from the Natural Log system. On the Natural Log Template, simply enter **&** and then the 4-digit command or audio cut number in the Event Description column.

Cluster Marker Example - Event 0301 shown below

Assume AXS cut number 0053 is a "Cluster Marker" for a 180 second spot set. (You define these in Digital DJ or AXS system). The Digital DJ or AXS system must see a **Cluster Marker** command immediately before any spots so it knows how long the spot set is supposed to be. On the Natural Log Templates, you'd enter an event descriptiond &0053 at the time the spot set is supposed to start, in this case 3:08:00 AM. Then on the next line of the Natural Log Template, you enter the avails for the commercial break. This will work with any of the Digital DJ or AXS commands. Just use the **&** when entering the event description on the Natural Log Template. The `**(180 second cluster marker)**' is solely to make it easy to read for humans. It is not needed for AXS which only needs the **&0053**.

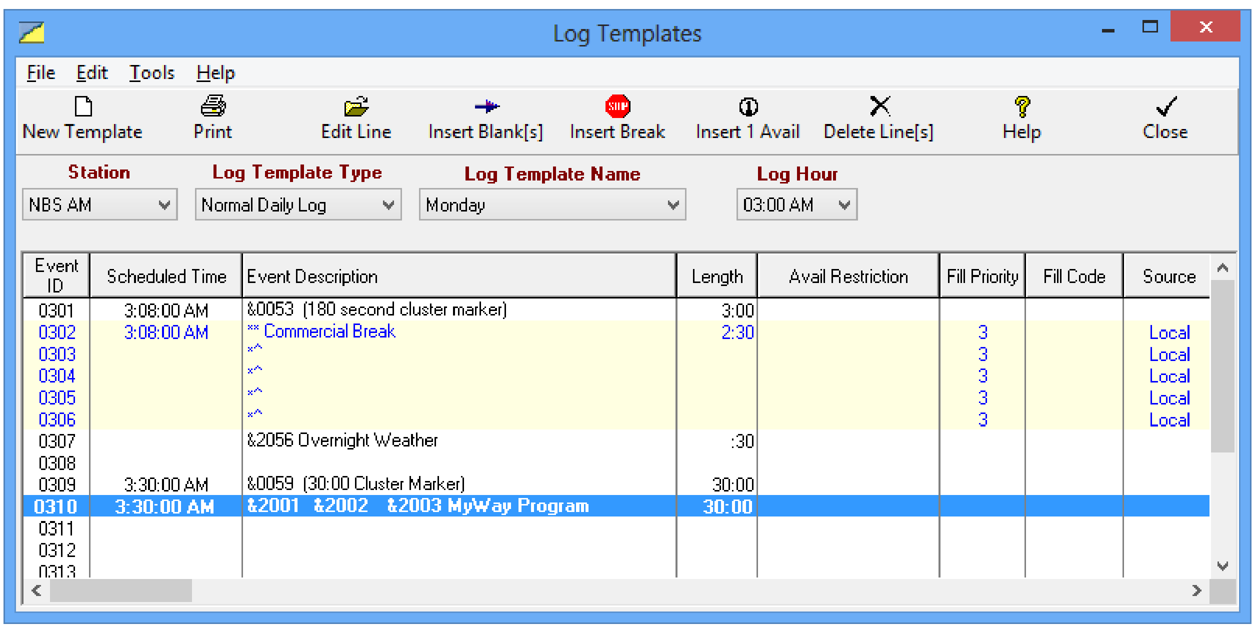
Tell AXS to play a non-commercial audio cut Example - Event 0307 shown below

Assume AXS cut number 2056 is your overnight weather. You can tell AXS to play this cut at the end of the commercial break (or anywhere you want it to play). Do not use this to schedule billable spots. Those are scheduled from Broadcast Orders.

Note: The Commercial Break length was reduced to 2:30 to account for the 30 seconds of weather which AXS does count as part of the cluster but NL does not count as part of the commercial break.

Command Sequence Example - Event 0310 shown below

You may need to run a sequence of cuts or commands at a certain time each day. Assume you want to play a program opener (cut 2001), then play a program (cut 2002), then play a closer (cut 2003). To save space you can optionally enter all these on 1 line of the NL log template. Note that a single space is inserted between each command or cut and 'My Way Program' is an optional description.



AXS Systems 'End-of-Break'

The older Digital DJ system used "segmarkers" and blank lines (Digital DJ/AXS code **0011**) to determine whether to stop after playing a spot on the log. For example, at the end of a commercial break, Natural Log normally sends the Digital DJ a code **0011 blank line** to tell the Digital DJ that the commercial break is over. At that point, the DJ stops playing spots and returns to satellite. With the AXS system, this is still the standard case, with Natural Log sending code **0011** at the end of each commercial break. But if you do not want AXS to stop and return to satellite, Natural Log must send code **0030** instead.

You'd an AXS/Digital DJ command (as described on the previous page) and enter **&0030** as the event description on the Natural Log Template on the line immediately after the end of the spot break, and the Natural Log would send **0030** instead of the normal **0011**. This will cause the AXS system to continue to the next event, instead of stopping. This is useful during periods of total automation (without satellite).

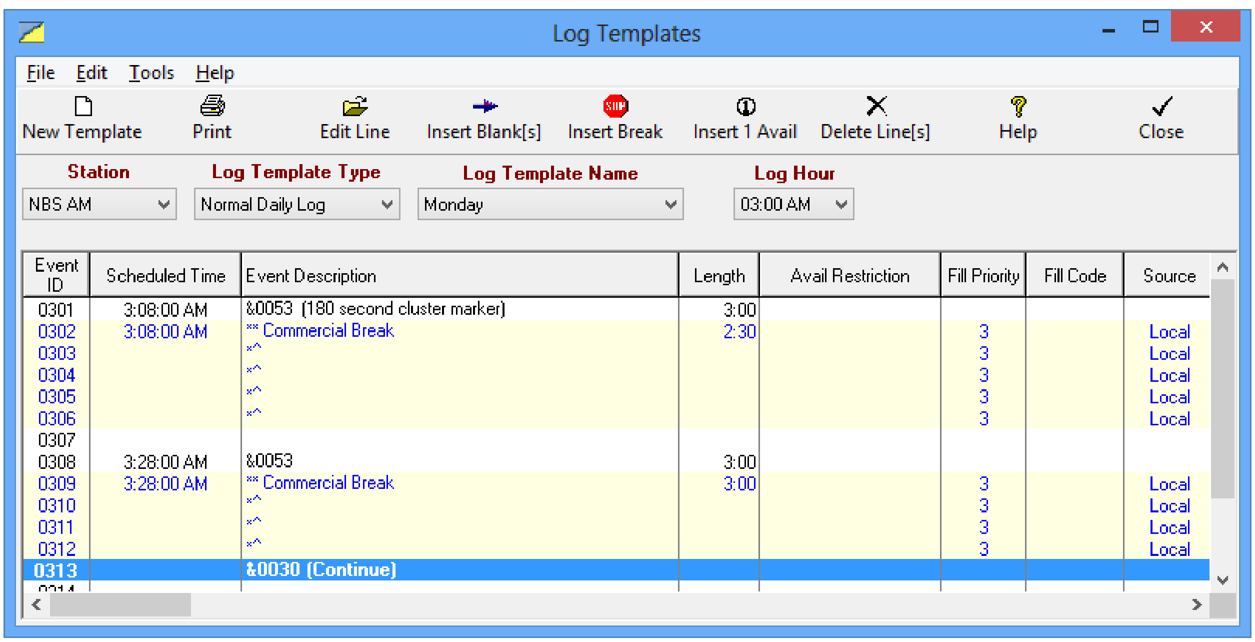
Remember, code **0011** is automatically sent at the end of each break, **unless** you tell Natural Log to send code **0030**. Code **0011** tells AXS to stop playing spots and return to satellite. Code **0030** tells AXS to continue to the next event.

0011 End-of-Break Example - Events 0301 through 0306 shown below

Standard entry in the Natural Log Template which sends **0011** at end of break to **Stop** play and **Return to Satellite.** Note that no code is entered so NL assumes you want 0011.

0030 End-of-Break Example - Event 0313 shown below

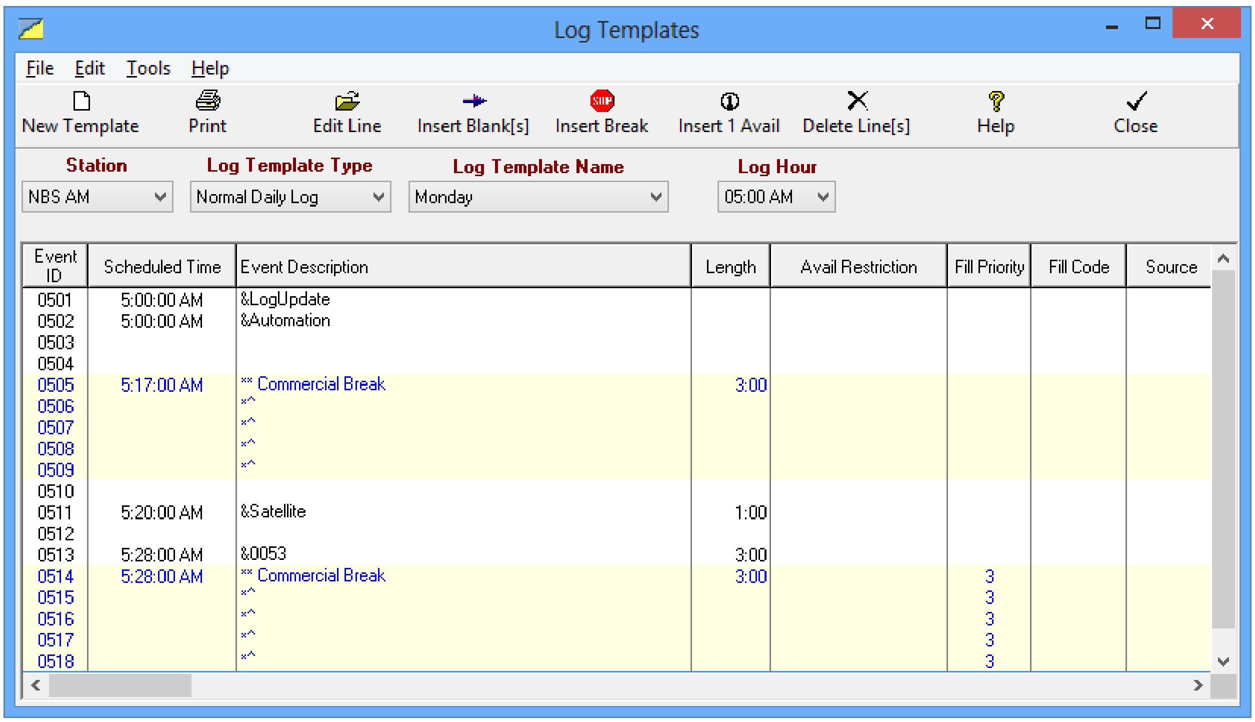
Entry in the Natural Log Template which sends **0030** at end of break to **Continue** to next event. The next event may be music, other spots, etc.



AXS Systems 'Mode' Commands

Instead of sending explicit end-of-break markers as described on the previous page, there are several commands you can enter in the NL log template to automatically control what NL does regarding the End-of-Break markers.

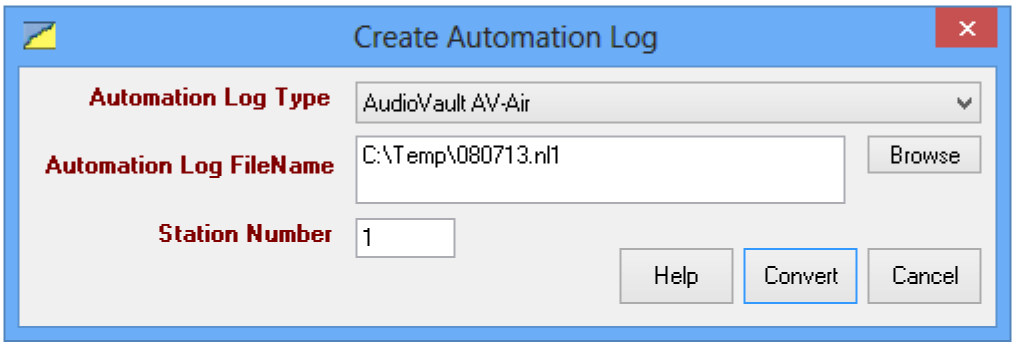
- **&Automated** - This causes NL to <u>not</u> send code **0011** blank lines at the end of each break until a different mode is encountered on the NL log. See example event 0502 below. This mode will be in effect until NL sees another mode command.
- **&LiveAssist** - This causes NL to <u>not</u> send code **0011** blank lines at the end of each break until a different mode is encountered on the NL log.
- **&Satellite -** Code 0011 blank line to Return-to-Satellite is sent after each break. See example event 0511 below. This mode will be in effect until NL sees another mode command.
- **&Log Update** - This causes AXS to skip any unplayed events and move to the next event at this time. See example event 0501 below. This mode will be in effect until NL sees another mode comm.



AudioVault AV-Air™ Automation

NOTE: Users of early versions of AudioVault [such as BE-CORE and AV-SAT] who need the AudioVault "native" pipe-delimited log must use the BE-CORE/AV-SAT Pipe-Delimited output log described in BE-Core™ & AV-SAT™ systems

Automation Logs are created in the NL Log Editor. At the Natural Log main screen, select **[Logs]**. Select an existing commercial log and then click **[Open]**. In the NL log Editor, click **[Convert-Log] [Automation Log]** to create the Automation Log.



Warning Regarding Avails in AudioVault AV-Air

This warning does not apply to recent versions of AV-Scheduler/ AV-Air which load fine without empty avail markers when you select NL's standard **AV-Air** automation type. Some early versions of AV-Air's AV-Scheduler commercial loading systems don't use the scheduled spot times to load the spots. They are sequential loaders, that is, the first spot is loaded into the first avail you have in the AudioVault AV-Air system, the 2nd spot goes into the 2nd avail, and so on. As you can see, it is vitally important that the avails you have set up in Natural Log Templates match EXACTLY the avails you have in AudioVault AV-Air. These sequential loader systems that ignore the scheduled times was designed by the automation designers.

How Natural Log Complies

To comply with this "empty avail" requirement NL has a separate automation type [**AV-Air w/avails]**, which when selected causes NL to send either a valid spot number (####) or a blank avail marker (**0000**) to AudioVault AV-Air for each avail slot you have set up on the Natural Log Template. A Natural Log avail slot is designated by ***** at the left column of the event description on the Natural Log Template. Natural Log will also send a spot number for any use of **&####** on the Natural Log Template (see AudioVault AV-Air Commands below), so these need to be counted as avails and must be provided an avail slot in AudioVault AV-Air. If the number if the scheduled SPOTS plus UNUSED AVAILS on a log doesn't match the number of avail slots in AudioVault AV-Air, the spots and blank avails will load into AudioVault AV-Air in sequence, but may NOT run at the scheduled time.

When you get ready to convert a finished log from the Natural Log editor for loading into AudioVault AV-Air, the number of lines containing **spots** (####) plus the number of lines containing **avail markers** (&0000) plus the number of **command lines** (&####) MUST equal the number of avail slots in AudioVault AV-Air.

Avails Example for AudioVault AV-Air

Assume you have 10 avails in Natural Log in the 12 Midnight hour, but AudioVault AV-Air only has 8 avails in that hour. The first 8 spots and/or unused avail slots scheduled by Natural Log in the 12 Midnight hour will load OK, but the next 2 scheduled by Natural Log for the 12 Midnight hour will load into the 1AM hour on AudioVault AV-Air. Your entire broadcast day will be off. When viewing a completed Natural Log in the Natural Log editor, you will

note all unused Natural Log avail slots (***** in the Natural Log Template) are converted to **&0000 AVAIL** which is the "Unused Avail" marker for AudioVault AV-Air. These lines are sent to AudioVault AV-Air as cut **0000**.

Configure the AudioVault AV-Air [AV-Scheduler] Traffic Loader Interface

The AudioVault AV-Air system interface (in the AudioVault computer) must be configured to read the Natural Log data in the following format (ASCII file with Carriage Return / Line Feed at the end of each line):

Note: Originally the AV-Air interface was designed to handle only 8-charcater CopyID's. In NL Windows copyID's can be up to 20 characters while AV-Air can handle up to 13 characters. To maintain compatibility NL has:

AV-Air

[Older DOS version handles up to 8 characters in CopyID]

COLUMN	LENGTH	FIELD IDENTIFICATION
1	3	Scheduled Hour (##:)
4	3	Scheduled Minute (##:)
7	2	Scheduled Second (##)
10	8	Cut number (filename to play, left justified)
20	24	Event description (sponsor name,etc)
45	4	Length in SECONDS (zero left padded)
50	24	Reserved
75	4	Natural Log event pointer for reconciliation
79	2	Carriage Return / Line Feed

AV-Air [Extended CopyID's]

[Newer format for full 13 -character CopyID's]

COLUMN	LENGTH	FIELD IDENTIFICATION
1	3	Scheduled Hour (##:)
4	3	Scheduled Minute (##:)
7	2	Scheduled Second (##)
10	13	Cut number (filename to be played, left justified)
32	24	Event description (sponsor name,etc)
57	4	Length in seconds(#### left padded with zeroes)
62	8	Played Time hh:mm:ss [not used by NL]
71	16	Reserved
87	4	Natural Log event number
91	2	Carriage Return / Line Feed

AudioVault AV-Air Cut Numbers

The Av-Air system can use any cart numbers from 1 to 8 characters [or 1 to 13 characters if using NL Av-Air [Extended CopyID's] export]. All you need to do is enter the AV-Air cut number for the particular commercial spot into the "CopyID" field in the Natural Log system when entering the order lines. Make sure the number in our system matches the number in the AudioVault AV-Air system.

Log Reconciliation is supported For AudioVault AV-Air

Copy the Play Log onto a floppy disc or to a folder on your LAN, and use the **[Convert-Log] [Reconcile Schedule-Log with Play-Log]** function in the **Log Editor** section of Natural Log, with the day's log loaded into the NL Log Editor. You will need to use the [Browse] button to point NL to the Play-Log. Natural Log will read the run times and print a discrepancy report.

Output & Input Log FileNames

Output (send) log file

mmddyr.NL#	mm is month, dd is day, yr is year
080713.NL1	Send Log for 08-07-13 station # 1

Input (reconcile log filename)

mmddyr.ltx	mm=month, dd=day, yr=year
080713.ltx	Aired log for 08-07-13

AudioVault AV-Air Commands

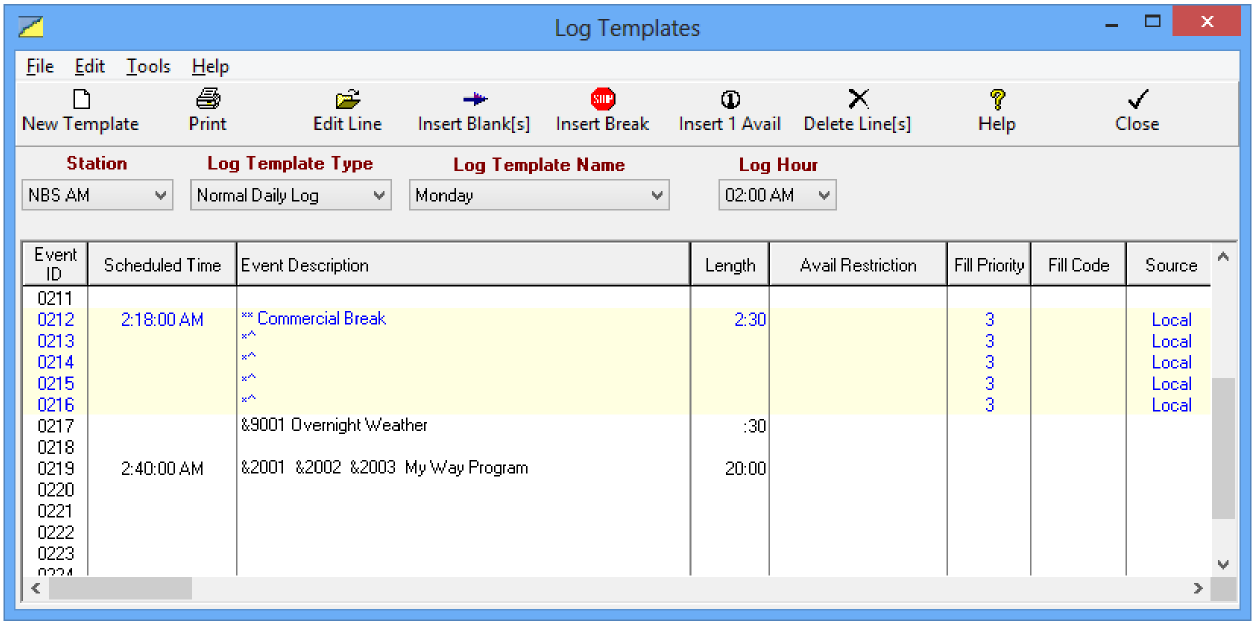
AudioVault AV-Air systems accept certain commands such as "load the next day's log". (See the AudioVault AV-Air manual). These can be entered on your Natural Log Templates as command lines of text. More usefully, you can also use this **&** to play an audio cut from the Log Format. Just enter **&** followed immediately (no spaces) by the audio cut number as the event description in the Natural Log Template Setup (**&####**). This is useful for scheduling weather, jingles, ID's, etc. Do not use this to schedule billable spots. Those are scheduled from Broadcast Orders.

Play Non-Commercial AudioCut Example - Event 0217 shown on next page

Assume you need to run weather at a certain time each day. If weather is named **0009**, you could make the entry shown below at event 0217 below. This would play 2:30 of commercials followed by the weather. NL only needs **&0009** and we inserted "Overnight Weather" only to make it easier to read. Do not use this to schedule billable spots. Those are scheduled from Broadcast Orders.

Command Sequence Example - Event 0219 shown on below

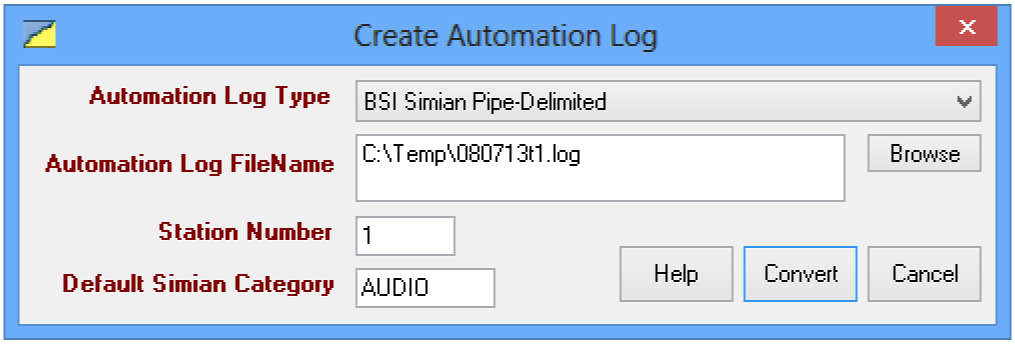
Assume you may need to run a sequence of cuts or commands at a certain time each day. Assume you want to play a program opener (cut 2001), then play a program (cut 2002), then play a closer (cut 2003). You could enter each item on a separate line, or you could make the entry shown below at event 0219 in the Natural Log Templates. Note that a single space is inserted between each command or cut and 'My Way Program' is an optional description.

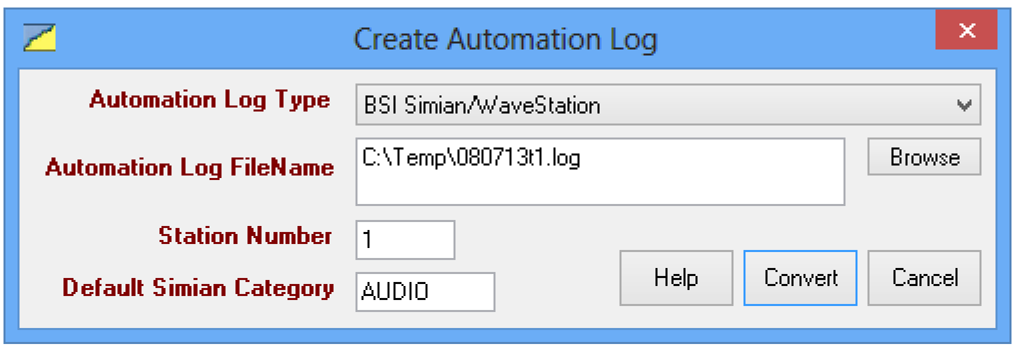


BSI Simian™ and WaveStation Automation

The instructions for Simian automation also apply to BSI Wavestation versions 3.0 or later.

Automation Logs are created in the NL Log Editor. At the Natural Log main screen, select **[Logs]**. Select an existing commercial log and then click **[Open]**. In the NL log Editor, click **[Convert-Log] [Automation Log]** to create the Automation Log. BSI Simian Pipe-Delimited is recommended with Simian.





Configuring the Simian Import Filter

Before you an import the first NL log into Simian you must configure the Simian Log Import Filter. There are 2 types of output logs that can be sent from NL to Simian.

Simian Pipe-Delimited This Pipe-Delimited output log is now the "standard" way NL talks to Simian so it can handle filenames longer than 8 characters. See Configuring Simian for Simian Pipe-Delimited NL log.

WaveStation/Simian This export log matches the format used in the NL-DOS version to talk to WaveStation/Simian but is limited to no more than 8 characters in the audio cut filenames. See Configuring WaveStation/Simian for NL-DOS WaveStation/Simian log.

Simian Cut Numbers

Simian can use any valid Windows cut ID's. Natural Log can also handle these long file ID's (only if you use the Simian Pipe-Delimited NL log). All you need to do is enter the Simian cut number for the particular commercial spot into the "CopyID" field in the Natural Log system when entering the order lines. Make sure the cut ID in NL system matches the number in Simian.

Log Reconciliation is supported for Simian

Log Reconciliation is supported for all versions of Simian and WaveStation version 2.71 and later. If you do not have a network connection between NL and Simian, use Simian's **Log View Event-Log**. Select the day's log, and then **File Save As** from the NotePad window and save to any floppy disc or folder from which you want Natural log to read it. This is not necessary if Natural log can access the Simian Logs folder across a networked connection.

Then use NL **[Convert-Log] [Reconcile Schedule-Log with Play-Log]** function in the **Log Editor** section of Natural Log, with the day's log loaded into the NL Log Editor. You will need to use the [Browse] button to point NL to the Play-Log. Natural Log will read the run times and print a discrepancy report.

Output & Input Log FileNames

Output (send) log file

mmddyrT1.LOG	mm is month, dd is day, yr is year station#, T means Traffic Log
080713T1.LOG	is Traffic Log for 11-02-95 for station #1

Input (Reconcile) log file

yrmmdd.LST	mm is month, dd is day, yr is year
130807.LST	
--or--	
yrmmdd.MDB	mm is month, dd is day, yr is year
130807.MDB	

Details of using the NL to Simian Interface

Natural Log has many abilities to cause Simian to perform different activities. These are covered in detail in the following topics.

Automatic Segue Between Events
Specifying Q-Codes on Simian Commands Sent from NL
Starting Commercial Breaks using Q-Codes
Sending Commands from NL Templates to Simian
Sending Non-Audio Commands from NL Broadcast Orders to Simian

Simian™ Q Codes

The Simian uses 4 codes (designated as **Q** in Simian) to determine how an event starts or is triggered. Natural Log will insert these in the Log file. **The + is always sent as the Q unless you send another Q-Code as shown on the next page**.

+ Segues after prior event or cut ends. This is the default value used by Natural Log

@ Plays at a specific time without waiting for previous event to end

Plays at a specific time but waits for a playing cut or event to end. This is useful to skip any unplayed items at the end of an hour and reposition the WaveStation/Simian to begin a new hour at the appropriate log position to keep it on schedule.

! Wait for "BackTimed Start". This causes Simian to change the pitch of the playing audio to backtime to a specific event. See Simian Manual for more information.

$ Wait for "Manual Start" (**Converted** to Q=[Blank] when sent to WaveStation/Simian)

~ Used only with WaveStation/Simian version 3 and later. **Converted** to **N** when sent to WaveStation/Simian for non-sequential timed start of recording, switching, etc.

Using the Q-Codes

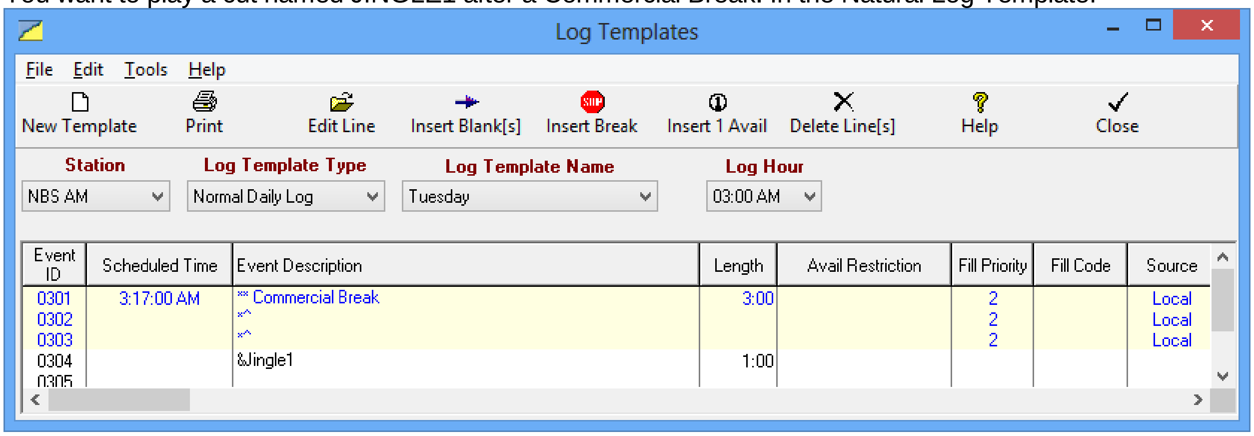
Simian Q Codes - Automatic Segue Between Events
Simian - Specifying Q-Codes on Simian Commands Sent from NL
Simian - Starting Commercial Breaks using Q-Codes

Simian Q Codes - Automatic Segue Between Events

The easiest way to send a Q-Code (start code) is send no Q-code and let Natural Log assume that the start code is Segue **+**.

Automatic Segue Example

You want to play a cut named JINGLE1 after a Commercial Break. In the Natural Log Template:



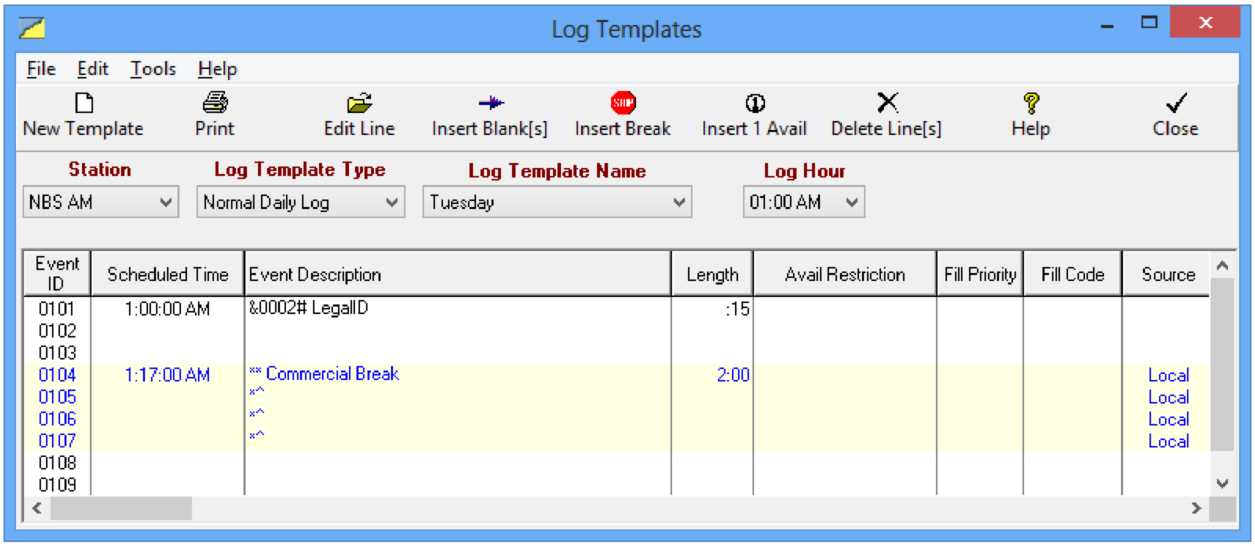
The **&JINGLE** on event 0304 tells Simian to automatically segue [since no Q-Code is entered after JINGLE1 NL sends **+** as the Q-Code] and play JINGLE1 after the spots in the commercial set [if any] play. **&JINLGE1+** would accomplish the same effect.

Simian - Specifying Q-Codes on Commands Sent From NL

If you need to send one of the other Q-Codes on a text command sent from NL to Simian, **[+ @ # $!]**, the easiest way is to simply put the code at the end of the command or cut to be played on the Natural Log Template. This will tell Simian how that event should be triggered.

Specifying the Q on a Text Command Line Example

You have a legal ID you always want to run at the top of the hour, without interrupting the currently running audio. In the Natural Log Templates:



- The **&** on event line 0101 indicates a command or cut to start at time 1:00:00 AM
- The # tells Natural Log to send the # as the Q [start code] to Simian for the cut named 0002.
- The # Q code causes Simian to move to that event at 1:00:00 AM, then <u>after</u> whatever is currently playing ends, it will play cut named 0002.
- It will then segue to the next logged item after event 0101.

Simian - Commercial Break Q-Codes

Natural Log's default command to Simian is to automatically segue to begin commercial sets, so you do not need to send any Q-code if you simply want to segue from the preceding music or other audio to the spots in the commercial set.

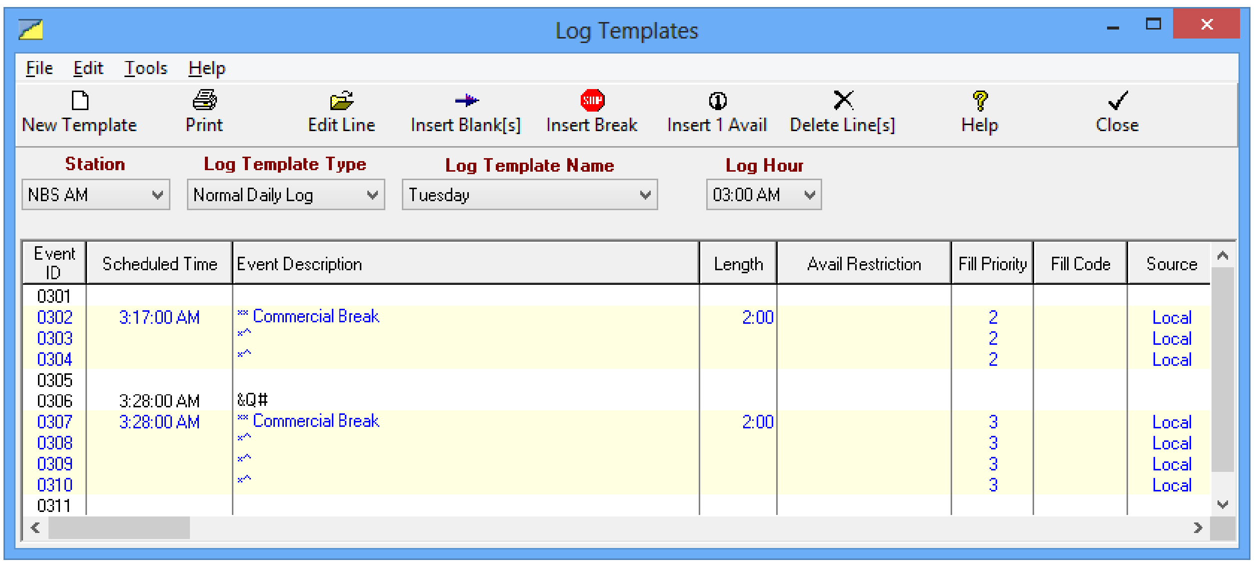
To control the start of Commercial Breaks **which don't start by automatic segue**, you need to send one of the **Q-Codes @ # $!** which is the Simian "start code". These **Q-Codes** sent immediately before a commercial set ONLY apply to the commercial set which runs at the same time as the Q-Code time.

Automatic Segue Into Commercial Breaks Example - Event 0302 show below

You want the break at 03:17:00 AM to begin playing automatically after the previous event ends. In this example below, no Q-Code is entered so automatic segue + is assumed. See the example at log template event 0301 below. The first item in that break will have a Q of + since none specific Q is listed.

SKIP-TO-TIME and "Start After Current event ends" Example - Event 0306 shown below

Assume you need to have a commercial break "about" 03:28:00 AM and you want Simian to skip any unplayed music or other cuts and cue up the commercial break so it is the next to start after 03:28:00 AM. See the example at log template event 0306 below. The &Q# tells the Natural Log to send the # as the Q [start code] to Simian for the next item only. Simian will skip ahead at 03:28:00 AM and after whatever is currently playing ends will play the spots [if any] in the break that are inserted by Natural Log on lines 0307 through 0310.



Manual Commercial Start Example - Event 0312 shown below

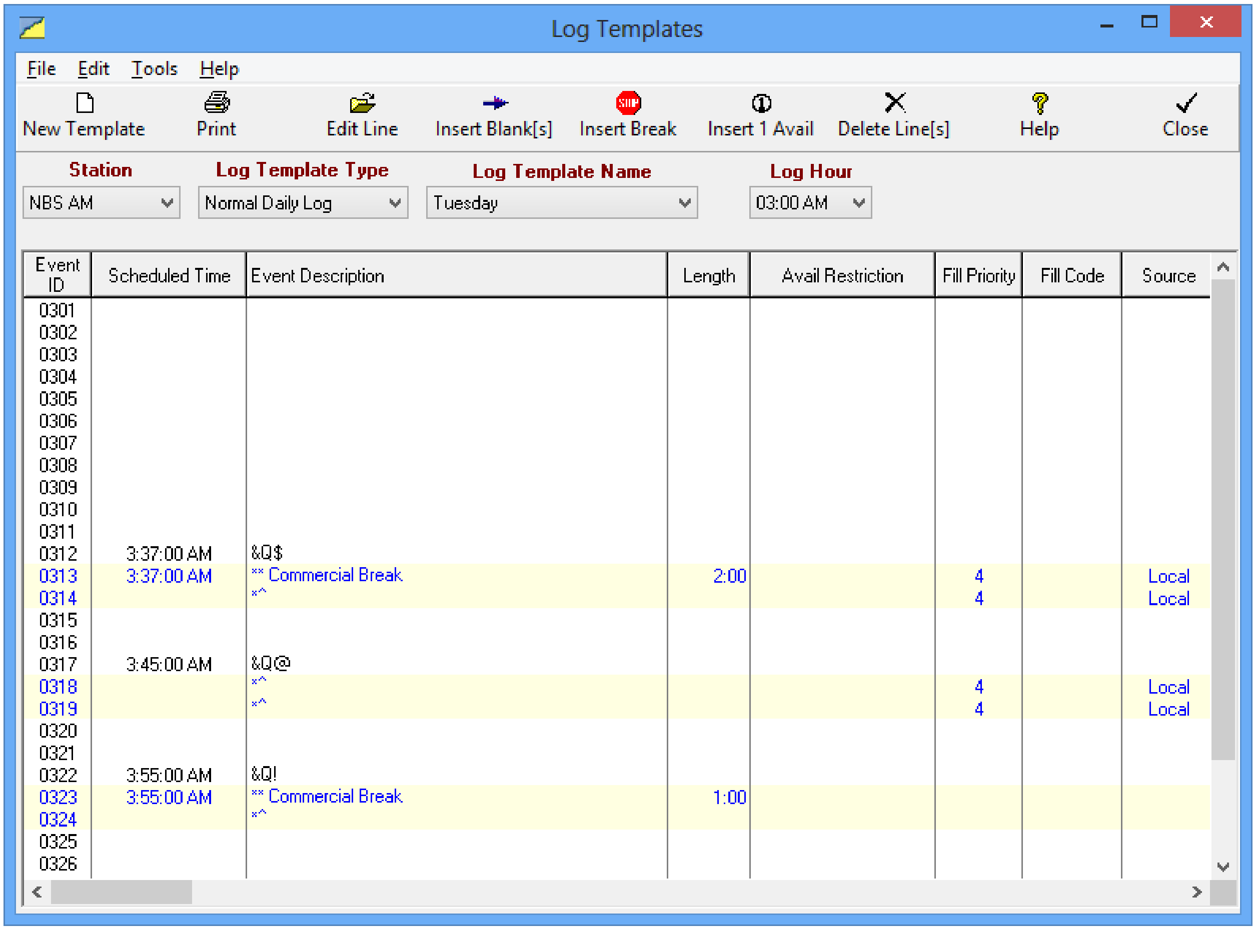
In "live assist mode" suppose you want a commercial break to run at 03:37:00 AM. However, you want Simian to pause to allow your live announcer to talk before the spots start. The &Q$ tells the NL to send a [blank] as the Q [start code] to Simian for the first spot in the break. This [Blank] Q-code tells Simian to finish playing the last event before the spots and then to wait for the announcer to issue a Manual Start before starting the spots that follow [if any].

Commercial Break Start at EXACT Time Example - Event 0317 shown below

Suppose you need to have a commercial break run exactly at 03:45:00 AM. You want Simian to skip any unplayed music or other cuts, cut off the currently playing cut, and start the timed event. The Q@ tells the NL to send @ as Q [start code] to Simian for the first spot in the break starting at event 0319. Simian will skip ahead at 03:45:00 AM and cut off whatever is currently playing. Then it will play the play the following break spots [if any] that are inserted by Natural Log on lines 0319 through 0323.

Commercial BackTime Start Example - Event 0322 shown below

Suppose you need to have a commercial break start exactly at 03:55:00 AM but you don't want to interrupt whatever is playing. You want to force Simian to skip any unplayed music or other cuts, and stretch or shrink the current playing item to make it end exactly at 03:55:00 AM. This would most often be done to join a network at an exact time without cutting off something in the middle. The &Q! tells NL to send the **!** as Q [start code] to Simian for the first spot in the break [if any]. Simian will shrink or stretch whatever is currently playing so that it ends exactly at 03:55:00. Then it will play the play the following spots [if any] that are inserted by NL on lines 0323 through 0324.



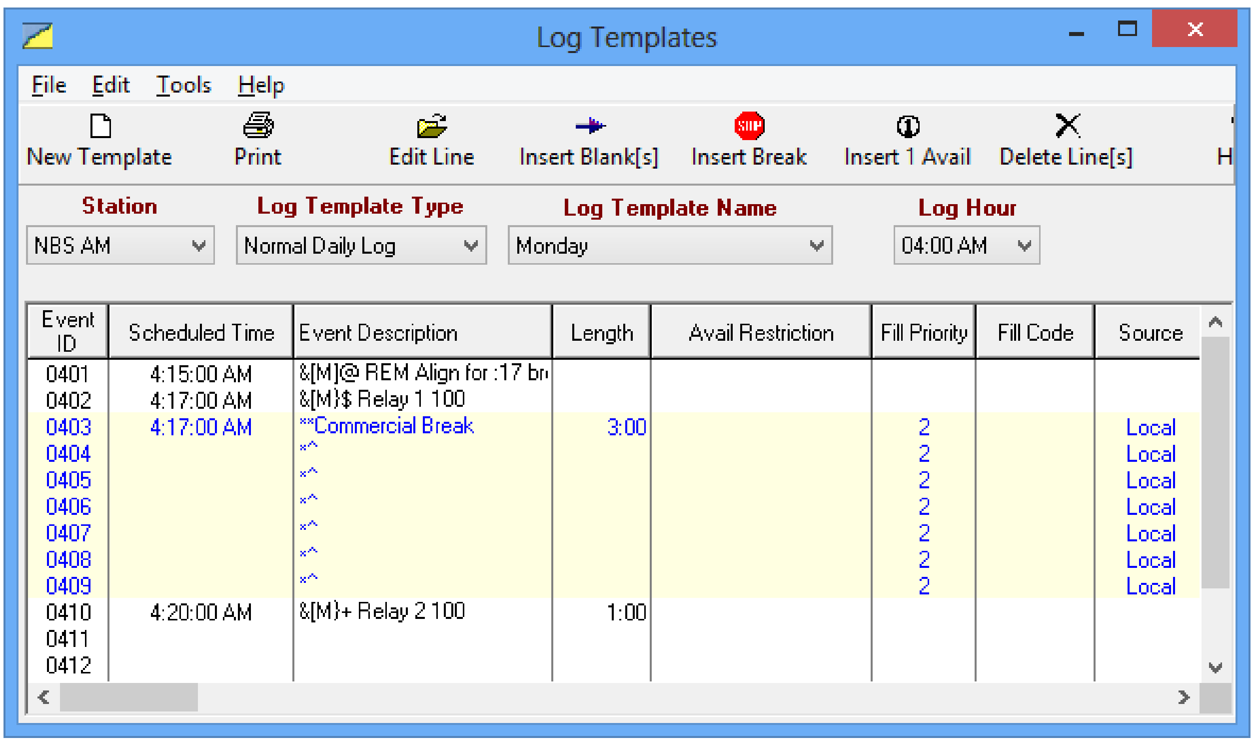
Commercial Break Satellite Trigger [Contact Closure] Start Example - Event 0402 shown below

In "Satellite mode", contact closures from the network start your commercial breaks. There must be a "break marker" for each commercial break even if empty so the Simian stays "in sync" with the network. With no break marker for an empty spot break, Simian would be positioned at the wrong break when the next contact closure comes. The example assumes you are using a Satellite Relay switcher. If running Network audio through the AUX input on your audio card, contact BSI for the appropriate Macro commands to use.

&[M]$ sends [Blank] as the Q [start code] to Simian so it will stop and wait to receive the network contact closure before executing the command to close RELAY 1 for 100 microseconds (Network OFF). If no spots are scheduled, the RELAY 2 100 (Network ON) is immediately executed and network audio is NOT interrupted. If there are spots, they will be auto-started, and then RELAY 2 100 (Network ON) is executed after the last spot due to the + Q code on line 0410. Either way, Simian then goes to the next commercial break and waits for the next network contact closure.

Optional Break Alignment Start Example - Event 0401 shown below

In "Satellite mode", contact closures from the network start your commercial breaks. Some users want to be sure Simian is positioned at the correct break when the contact closure comes. The optional entry shown on event 0401 below will cause Simian to align at event 0402 at 4:15:00 AM and wait for the contact closure for the following break. This forces Simian to play the correct break even if an earlier closure was missed for some reason.



This is an example only, your Relay numbers will be different or you may use the built-in audio mixer on your audio board, in which case you will use MIXVOL macros to turn the network up and down instead of the RELAY macros in this example.

Simian - Sending Commands from NL Templates

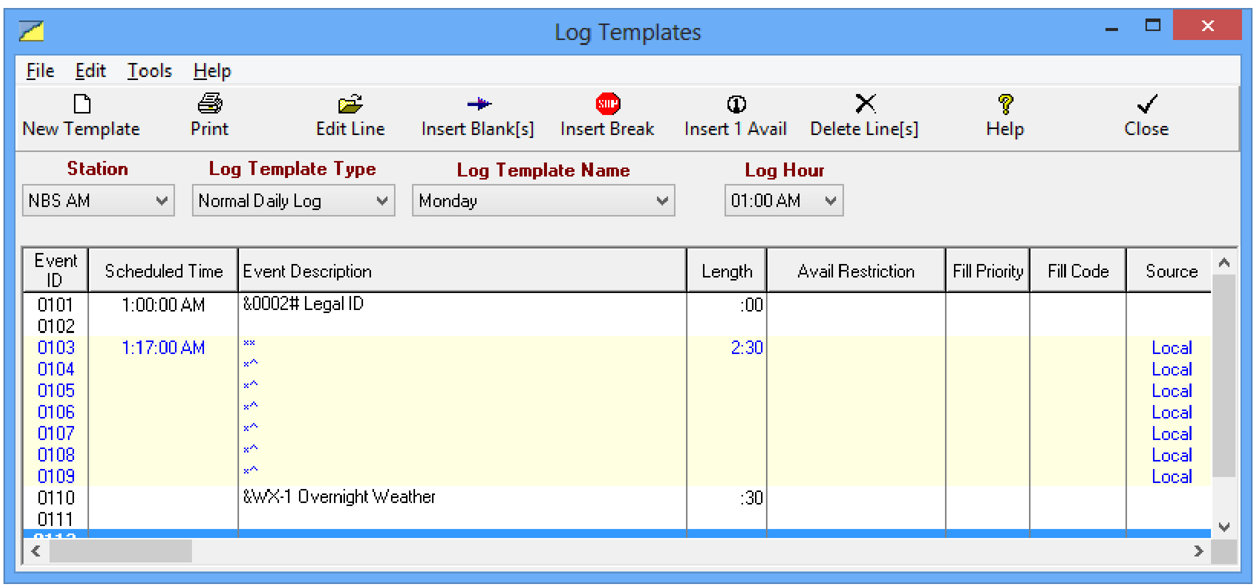
Telling Simian to play a specific "non-commercial" audio cut

Commercials should always be scheduled from [Broadcast Orders](). You may need to run other items such as weather, promos, jingles, etc. for which you don't want to enter a broadcast order. These can be placed directly in the **Event Description** column of the NL log templates as follows.

- ❑ Start with **&**
- ❑ Follow immediately [no spaces] with the name of the **audio cut** to play
- ❑ Optionally follow immediately by the **Q-Code** [+ is assumed if Q not entered]
- ❑ At least 1 **blank space**
- ❑ An optional **description**

Example 1 - Shown below at event 0101 A command to play a legal ID audio cut named 0002 with a Q of # [to designate "Time Next"] is shown on event 0101.

Example 2 - Shown below at event 0110 Assume you want to run weather at the end of a 2:00 Commercial Break. If your weather is named WX-1, you could make the entry shown on event 0110 below. The break starting at event 0103 plays 2:30 of commercials and segues into event 0110 which plays audio cut named WX-1. If there are no spots, the weather will play by itself. Note the length of the commercial break was reduced by the length of the weather. Do not use this to schedule billable spots. Those are scheduled from [Broadcast Orders]().



Tell Simian Automation to Execute Non-Audio Simian Categories

Simian uses several different "categories" for things that can be scheduled on its log. "Non-Audio" categories do things other than play an audio file. These can be placed directly in the **Event Description** column of the NL log templates as follows.

- Start with **&**
- Follow Immediately with the **[Category]** within brackets
- Follow immedtaiely by the **Q-Code** [+ is assumed if Q not entered]
- At least 1 **blank space**
- The name of the command or command parameters to be used by Simian.

To save space on the log event line, you may insert just the first character [within brackets] of certain "standard" categories. These "standard" categories with abbreviations in Natural Log are:

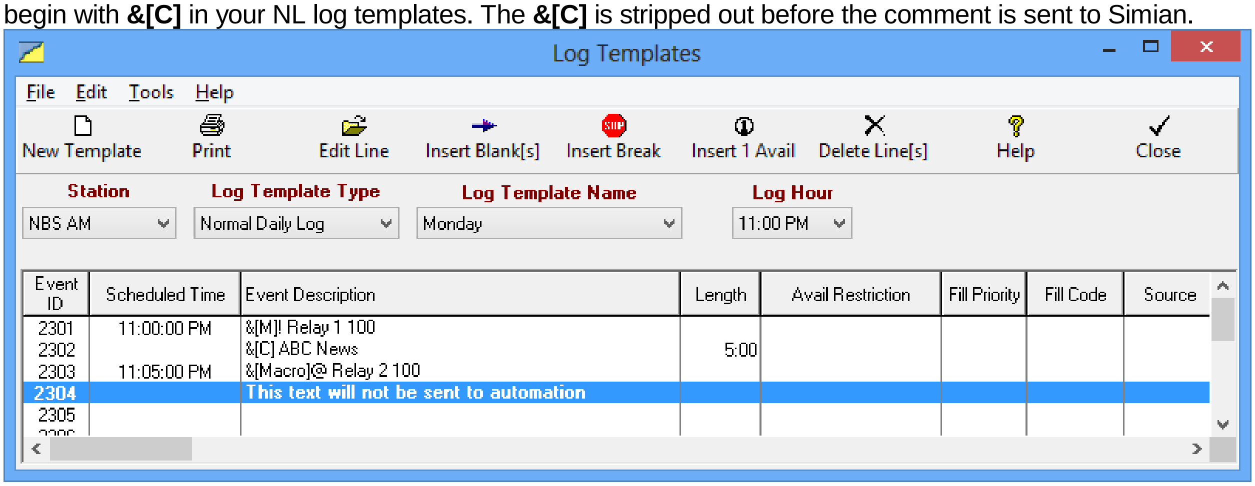
Natural Log Abbreviation	**Simian Category**	**Meaning**
&[R]	REC	Record (no longer used)
&[T]	TEXT	Display Text
&[M]	MACRO	Execute a Macro
&[LOG]	LOG	Load a Day's Log
&[A]	APP	Run an Application
&[L]	LIST	Execute a List
&[C]	COMMENT	Comment Line

Back-Time Macro Example - Event 2301 shown below

In the example below, event 2301 is a "Back Time" Macro [due to the ! Q-Code] to switch relay 1 on at 11:00 PM for 100 milliseconds. Event 2303 is a "Time Immediate" Macro [due to the @ Q-Code] to switch relay 2 on at 11:05 PM for 100 milliseconds. This might be used to join and leave a network. Your commands will be based on your actual Simian hardware setup, but all Simian macros and categories may be placed in an NL log template in this manner using the categories enclosed within brackets.

Comment Example - Event 2302 shown below

Event 2302 is a comment which is simply a line of text that will be displayed on the Simian log screen but is not executed by the automation. It is just skipped. **Note** that event 2304 below will not be sent to Simian as a comment since it does not start with **&[C]**. Comments you want to show be shown on-screen is Simian must begin with **&[C]** in your NL log templates. The **&[C]** is stripped out before the comment is sent to Simian.

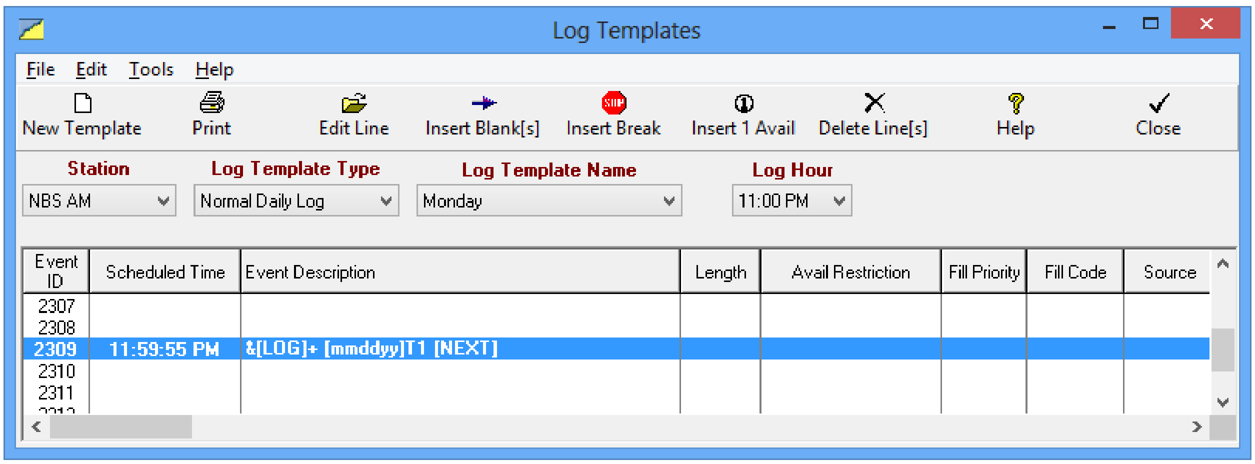


Loading the Next Day's Simian Log

The command sequence to tell WaveStation/Simian to Load Next Day's Log:

- **& [LOG]+**
- A **blank space**
- **[MMDDYY]**
- A 2-digit Letter/Number combination such as **T1, T2, T3,** etc .to designate the station# if used.
- A **blank space**
- **[NEXT]**

Example: To load the next day's log enter the following as the last event in each day's log format in enter the text shown on event 2309 below in the Natural Log Templates.



This assumes you are using the Natural Log naming convention which is MMDDY followed by T for traffic, M for Music, or C for Combined log, followed by the station #. In the above example, Natural Log will automatically substitute the next day's date formatted as MMDDYY instead of the [mmddyy] [NEXT] when the log is converted to Simian.

If you do not use the MMDDYY log naming convention, you will have to manually enter the load log command each day using &[LOG] ?????? where ?????? is the actual name of the next days log. **Per BSI do not make the Load-log command a timed event (do not put its Q as @ or # or !).**

Also see Auto-inserting date/time items into log templates Log

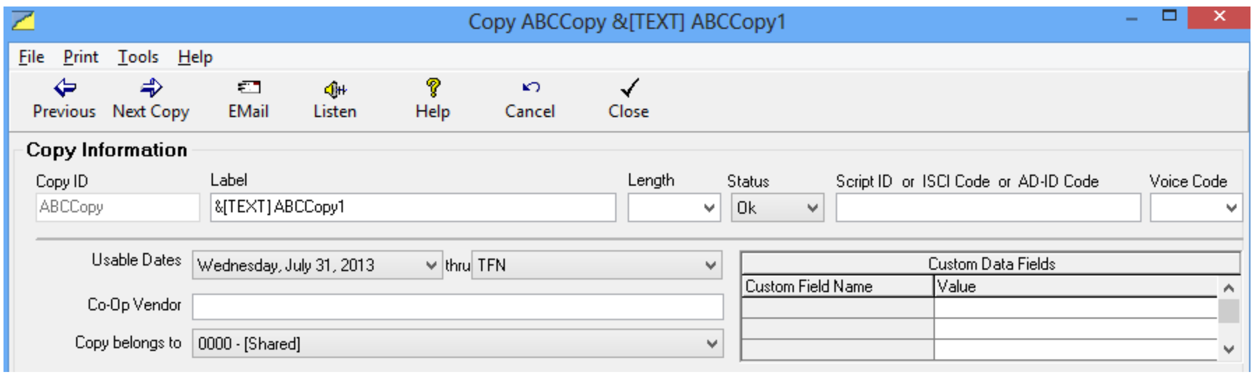
Send Non-Audio Commands from NL Broadcast Orders to Simian

Normally NL sends **Audio** as the Simian Category for any item scheduled from a Broadcast Order. **[Note this default Category value can be changed on the NL Automation-Conversion screen]**. To send a Category on an individual logged item other than the default Category from a Broadcast Order, enter the Category using **&[Category]**, in the Label field of the Copy Manager, and schedule the CopyID to run on an order.

Live Copy Example

You want Simian to pop open a TEXT file so an announcer can read some live copy. Assume you use CopyID ABCCOPY. In Natural Log Copy Manager, you'd enter the label for Spot ABCDEF as **&[TEXT] ABCCOPY1**.

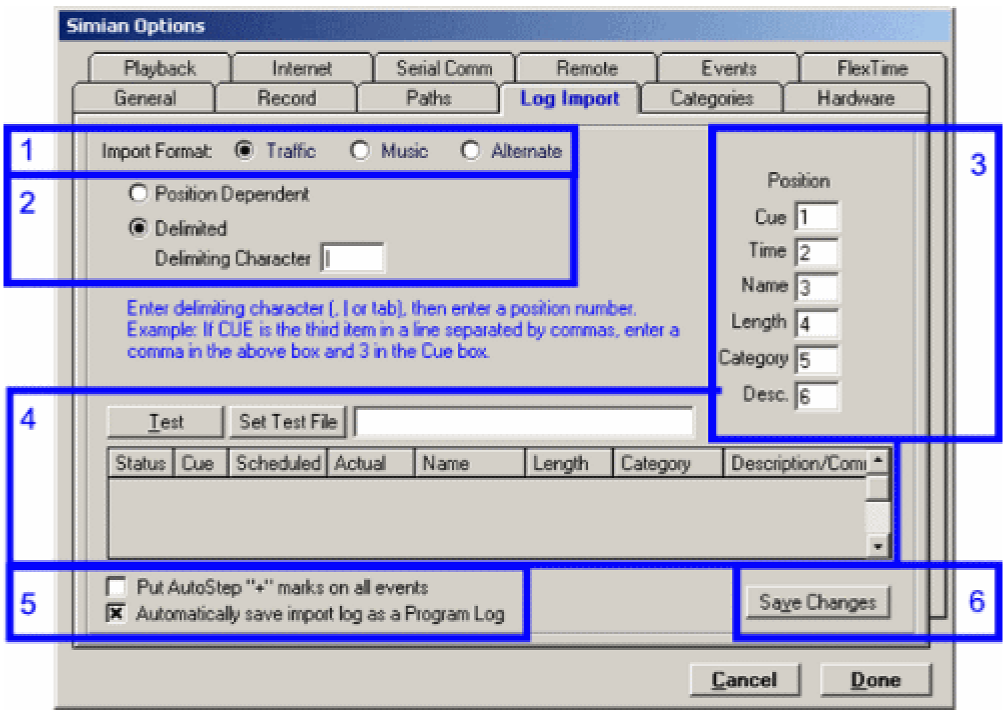
Be sure to put the space between the &[TEXT] and the ABCCOPY1. Text file named ABCCOPY1 will be displayed by Simian whenever CopyID ABCCOPY is scheduled by a Natural Log broadcast Order.



BSI Simian Pipe-Delimited Import Filter Configuration

Note: This Pipe-Delimited output log is now the "standard" way NL talks to Simian so it can handle filenames longer than 8 characters. There is another separate NL export which matches the format used in the old NL-DOS version to talk to WaveStation/Simian but that format is limited to no more than 8 characters in the audio cut filenames. If you use the old NL-DOS format, see configuring the WaveStation/Simian Import Filter for NL-DOS.

Before you can import your first log into Simian, Simian's log import filter must be configured to read the NL pipe-delimited log output file. This consists of telling Simian the location of the log elements. In **Simian**, you need to use the Tools, Program Setup, Log Import section:



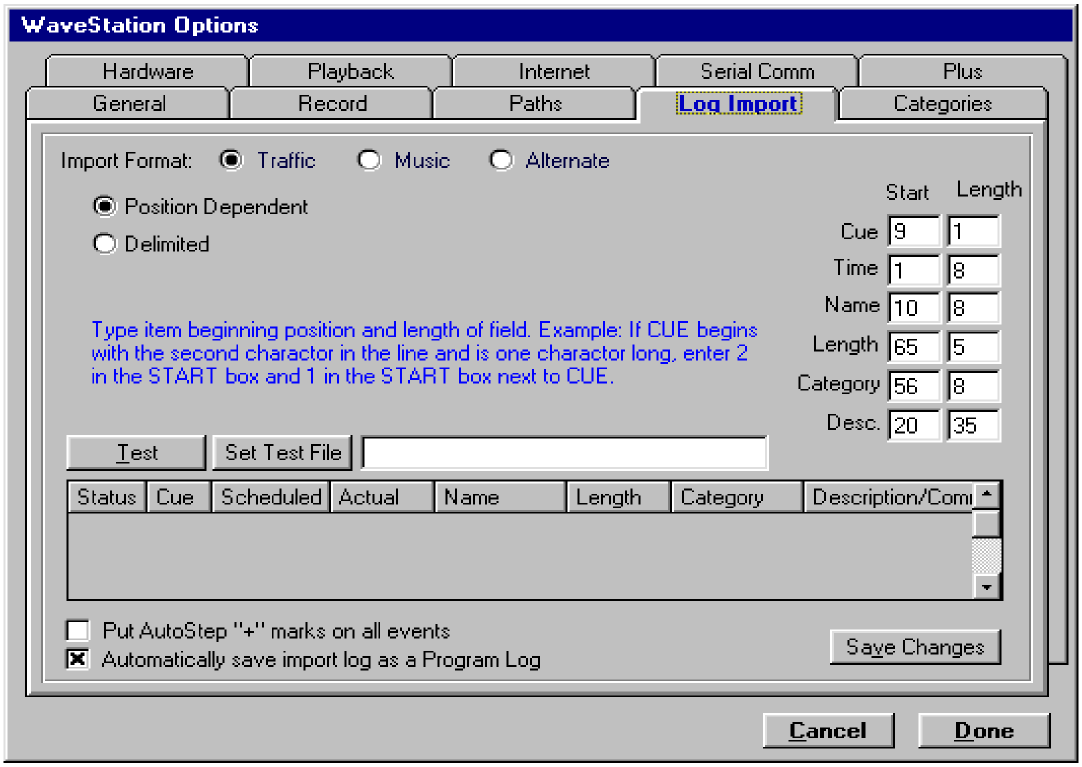
1. Click **Traffic** for import format.
2. Click on **Delimited** file format and set **Delimiting Character** to the pipe character ("**|**" the pipe symbol is entered by holding the Shift key and pressing the Back-Slash key "\" on English US keyboards).
3. Enter the **Positions** shown above in the # 3 box if not already entered
4. Optional: use the **[Set Test File]** button to open the Natural Log file to be imported and click the **[Test]** button to verify that the proper data shows in the correct columns in the test file display.
5. **UnCheck Put AutoStep +.marks on all events** and **check Automatically Save Import Log…**
6. **IMPORTANT E**very time you make changes to these settings, click **[Save Changes]** before exiting.

BSI WaveStation™/Simian™ Import Filter Configuration for NL-DOS

Note: The NL **WaveStation/Simian** automation log is the "standard" log export used by Natural Log for DOS for both Simian and WaveStation and may continue to be used by those upgrading from NL for DOS. This format can only handle filenames up to 8 characters.

NL also adds a specific **Simian-Pipe Delimited** export type that uses the Simian standard "Pipe-Delimited" format for handling filenames longer than 8 characters. See Configuring Simian log import filter if you are using the Simian-Pipe-Delimited NL automation type.

To use the normal NL-DOS style WaveStation/Simian format, within WaveStation/Simian, you need to click **[Tools [Program Options] [Log Import]**.



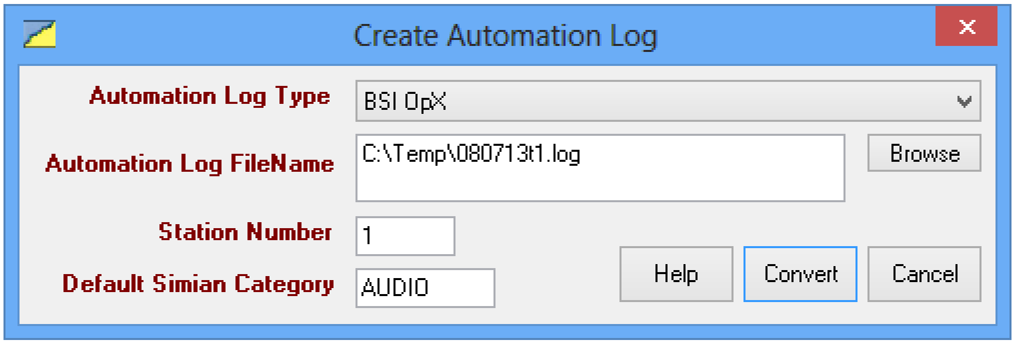
- Click **Position Dependent** file format.
- Enter each item as described below and click [Save] before exiting the screen:

Item	Start	Length
Cue	9	1
Time	1	8
Name	10	8
Length	65	5
Category	56	8
Description	20	35

- Be sure you uncheck the **Put Autostep + on all events** box in Simian. If you do not uncheck this box, Simian will not read any Q codes from Natural Log.
- Click **[Save Changes]** then **[Done]**.

BSI OpX™ Automation

Automation Logs are created in the NL Log Editor. At the Natural Log main screen, select **[Logs]**. Select an existing commercial log and then click **[Open]**. In the NL log Editor, click **[Convert-Log] [Automation Log]** to create the Automation Log.



Special Considerations

Unless running satellite programming, OpX uses the Music schedule to establish the stopset locations and log framework. The breaks are defined in the music log with an entry called "**stopset**" that appears in the "description 1" column. [See your Music scheduler help to determine how to place the "stopset" markers in the Music Log.]

Within the stopsets defined in your Music Log, OpX will insert the "commercials" from the Traffic log created by Natural Log. In the Traffic log, all stopsets must be preceded with a marker entered EXACTLY as **&[OPX_BREAK]**. You may if desired put a Q-Code immediately after the last bracket to be applied to first item in the commercial break. Otherwise the Q-Code for the commercial break will be +.

As long as the number of traffic placeholders **&[OPX_BREAK]** in traffic does not exceed the number of **stopset** placeholders in the music log for a given hour, the hour will merge correctly. Break times do not have to match between music & traffic for a given hour.

OpX Cut Numbers

All you need to do is enter the OpX cut number for the particular commercial spot into the "CopyID" field in the Natural Log system when entering the order lines. Make sure the cut ID in NL system matches the number in OpX.

Log Reconciliation is supported for OpX

Natural Log reads the "RunLog" created by OpX, <u>not</u> the "reconcilation report". RunLogs is usually stored in the OpX machine in the **C:\Program Files\Broadcast Software International\OpX\Runlogs** folder.

Output & Input Log FileNames

Output (send) log file

mmddyrT1.Log	mm is month, dd is day, yr is year station#, T1 means traffic log for station 1
080713.Log	is Traffic Log for Aug 7, 2013

Input (Reconcile) log file

yymmdd.log	
130807.log	RunLog for Aug 7, 2013

[Note: If for some reason you do not have direct access to the folder containing the RunLogs you can also reconcile NL with the Automation "Spots" Report in OpX. Generate and save the report and then use NL to reconcile but select **OpX Spots Report** rather than **OpX RunLog** from the reconciliation file type drowdown box in NL. The report is expected to be in the OpX PIPE delimited format, with all report fields entered sequentially as 1-8].

Configuring the OpX Filter

Before you an import the first NL log into OpX you must configure the OpX Log Import Filter. See BSI OpX Log Import Filter Configuration.

Details of using the NL to OpX Interface

Natural Log has many abilities to cause OpX to perform different activities. These are covered in detail in the following topics.

Automatic Segue Between Events
Specifying Q-Codes on OpX Commands Sent from NL
Starting Commercial Breaks using Q-Codes
Sending Commands from NL Templates to OpX
Sending Non-Audio Commands from NL Broadcast Orders to OpX

OpX™ Q Codes

The OpX uses 4 codes (designated as **Q** in OpX) to determine how an event starts or is triggered. Natural Log will insert these in the Log file. **The + is always sent as the Q <u>unless</u> you send another Q-Code as shown on the next page**.

+ Segues after prior event or cut ends. This is the default value used by Natural Log

@ Plays at a specific time without waiting for previous event to end

\# Plays at a specific time but waits for a playing cut or event to end. This is useful to skip any unplayed items at the end of an hour and reposition the WaveStation/OpX to begin a new hour at the appropriate log position to keep it on schedule.

! Wait for "BackTimed Start". This causes OpX to change the pitch of the playing audio to backtime to a specific event. See OpX Manual for more information.

$ Wait for "Manual Start" (**Converted** to Q=[Blank] when sent to WaveStation/OpX)

~ Used only with WaveStation/OpX version 3 and later. **Converted** to **N** when sent to WaveStation/OpX for non-sequential timed start of recording, switching, etc.

Using the Q-Codes

Automatic Segue Between Events
Specifying Q-Codes on OpX Commands Sent from NL
Starting Commercial Breaks using Q-Codes

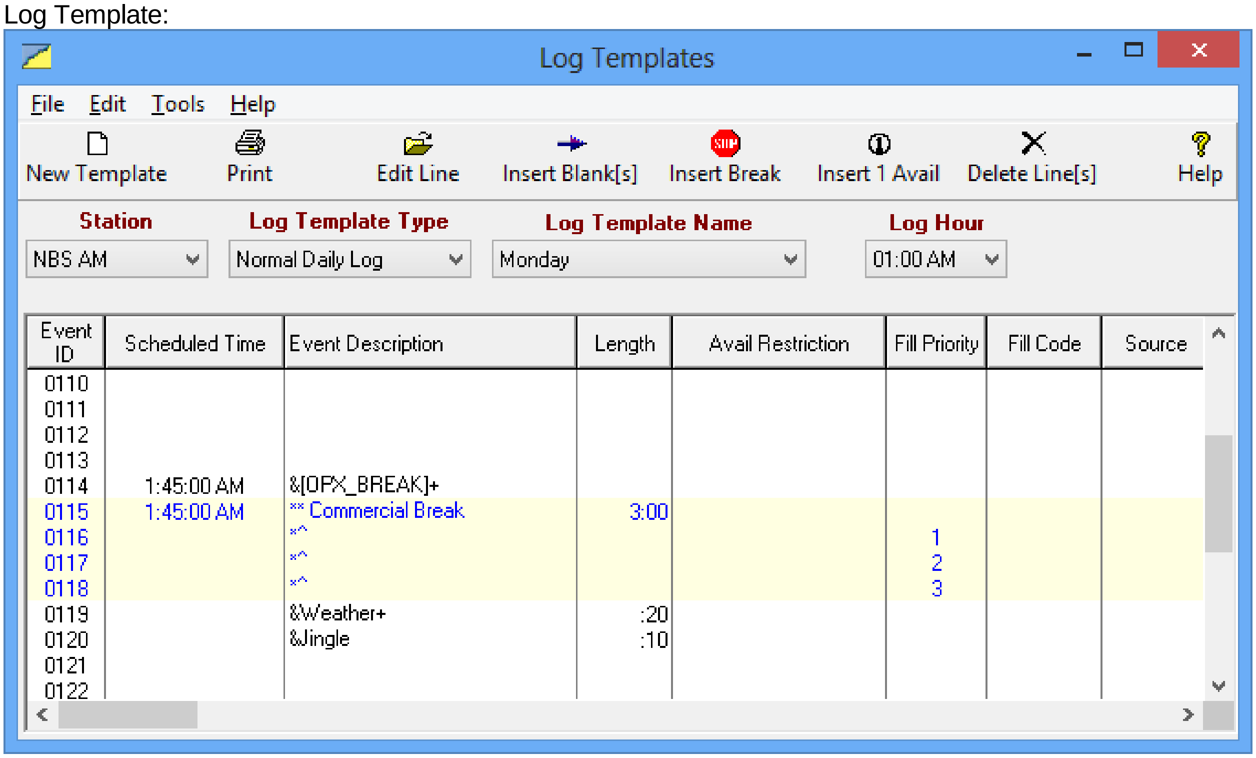
Automatic Segue Between Events in OpX

The easiest way to send a Q-Code (start code) is send no Q-code and let Natural Log assume that the start code is Segue **+**.

IMPORTANT NOTE: To properly merge a music and traffic log within OpX, you MUST begin every commercial break [or any ID's liner, etc. sent from Traffic log] with a single line of text: &[OPX_BREAK] as shown below. This is where the traffic items will be selected to insert into the matching STOPSET marker in the music log. This not necessary when using OpX in Satellite mode [no music log]

Automatic Segue Example

You want to play a cut named WEATHER then a cut named JINGLE1 after a Commercial Break. In the Natural Log Template:



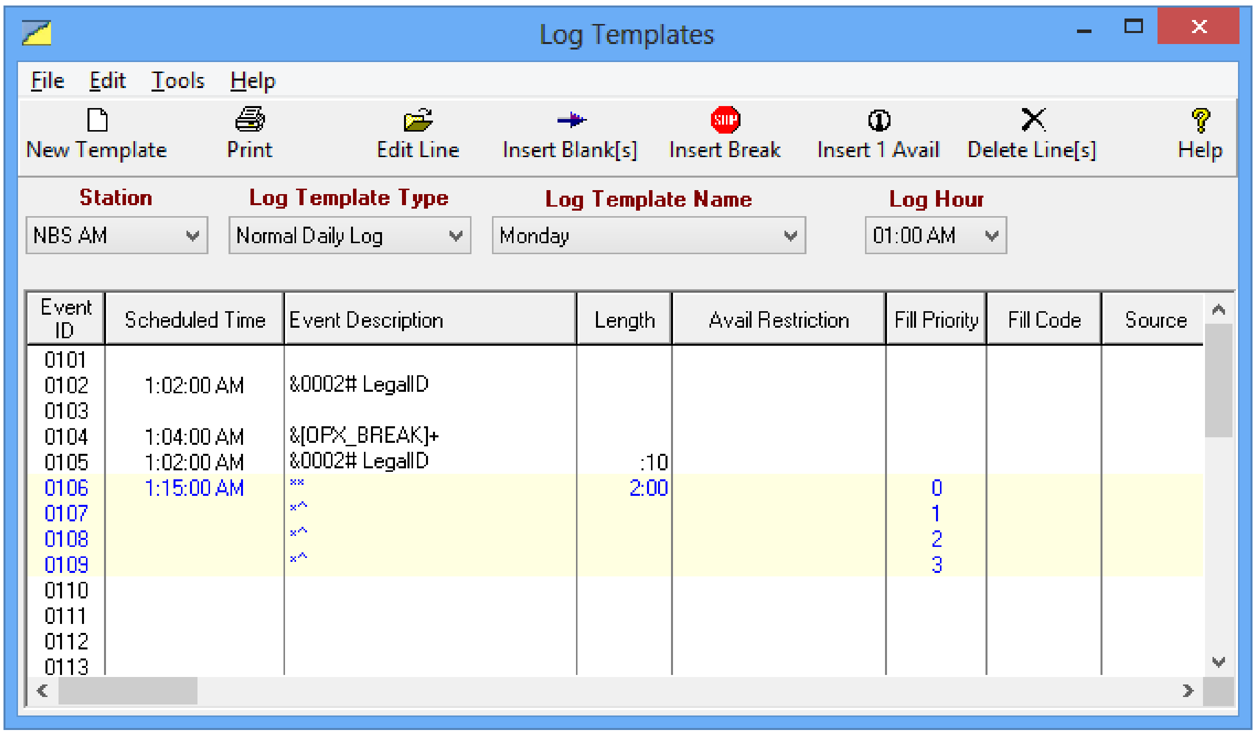
The **&WEATHER** on event 0119 tells OpX to automatically segue to start that event due to the + at the end of the name. The **&JINGLE1** shows an alternate way of accomplishing the same automatic segue with no Q-Code at all. With no Q-Code entered, NL always assumes automatic segue +.

Specifying Q-Codes on OpX Commands Sent From NL

If you need to send one of the other Q-Codes on a text command sent from NL to OpX, [+ @ # $!], the easiest way is to simply put the code at the end of the command or cut to be played on the Natural Log Template. This will tell OpX how that event should be triggered.

Specifying the Q on a Text Command Line Example

You have a legal ID you always want to run at the top of the hour, without interrupting the currently running audio. In the Natural Log Templates:



- The **&** on event line 0102 indicates a command or cut to start at time 1:00:00 AM
- The # tells Natural Log to send the # as the Q [start code] to OpX for the cut named 0002.
- The # Q code causes OpX to move to that event at 1:00:00 AM, then <u>after</u> whatever is currently playing ends, it will play cut named 0002.

It will then segue to the next logged item after event 0102.

Commercial Break Q-Codes

Natural Log's default command to OpX is to automatically segue to begin commercial sets, so you do not need to send any Q-code if you simply want to segue from the preceding music or other audio to the spots in the commercial set.

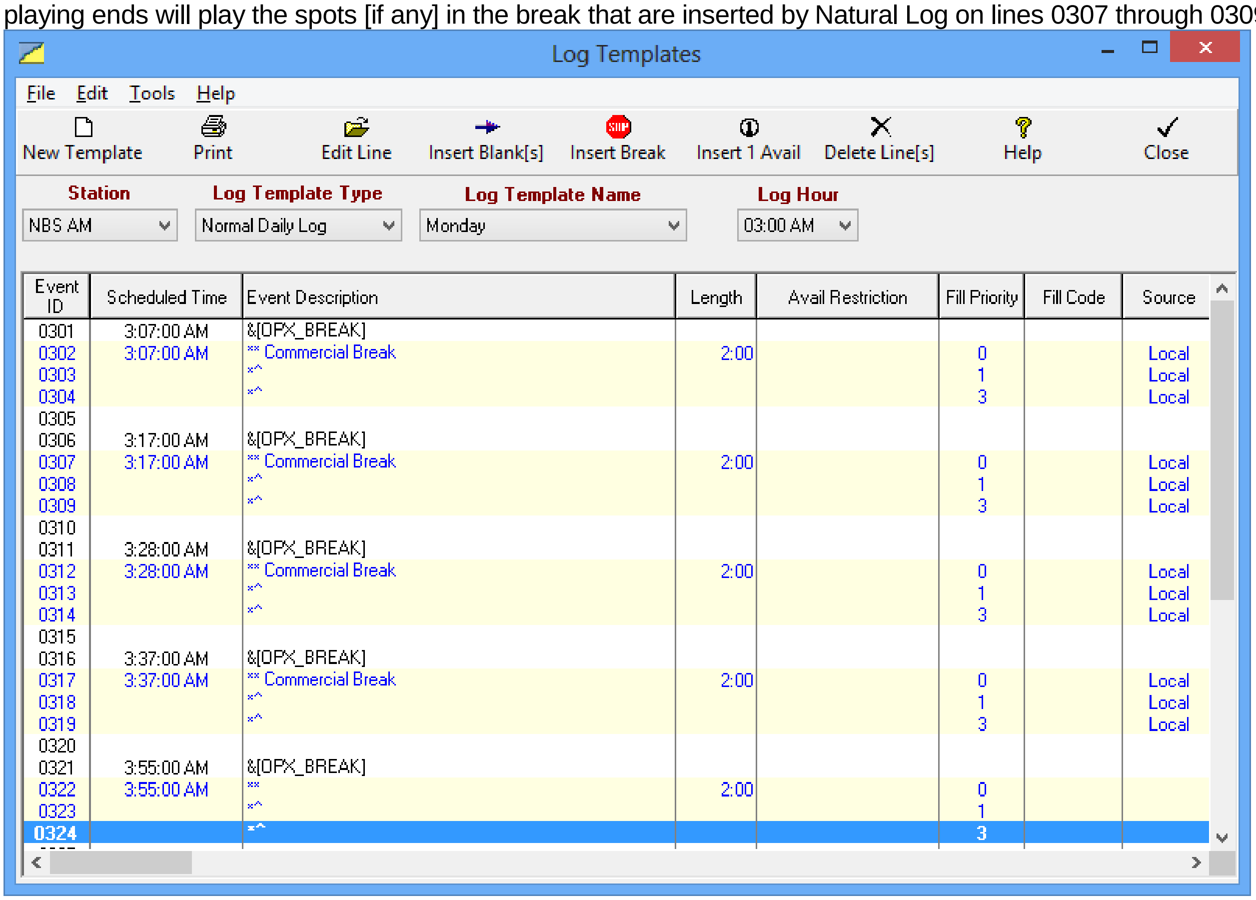
To control the start of Commercial Breaks which don't start by automatic segue, you need to send one of the Q-Codes @ # $! which is the OpX "start code". These Q-Codes sent immediately before a commercial set only apply to the first event in the commercial break which runs at the same time as the Q-Code time.

Automatic Segue Into Commercial Breaks Example - Event 0302 show below

You want the break at 03:07:00 AM to begin playing automatically after the previous event ends. In this example below automatic segue + is entered for clarity. If you neglect to put a Q-Code, + is always assumed. See the example at log template event 0301 below. The first item in the break that starts at event 0302 will have a Q of + and will sequentially play the spots in the break after the prior event ends.

SKIP-TO-TIME and "Start After Current event ends" Example - Event 0306 shown below

Assume you need to have a commercial break "about" 03:17:00 AM and you want OpX to skip any unplayed music or other cuts and cue up the commercial break so it is the next to start after 03:17:00 AM. See the example at log template event 0306 below. The &[OPX_BREAK]# tells the Natural Log to send the # as the Q [start code] to OpX for the next commercial break only. OpX will skip ahead at 03:28:00 AM and after whatever is currently playing ends will play the spots [if any] in the break that are inserted by Natural Log on lines 0307 through 0309.



Commercial Break MANUAL Start Example - Event 0311 shown below

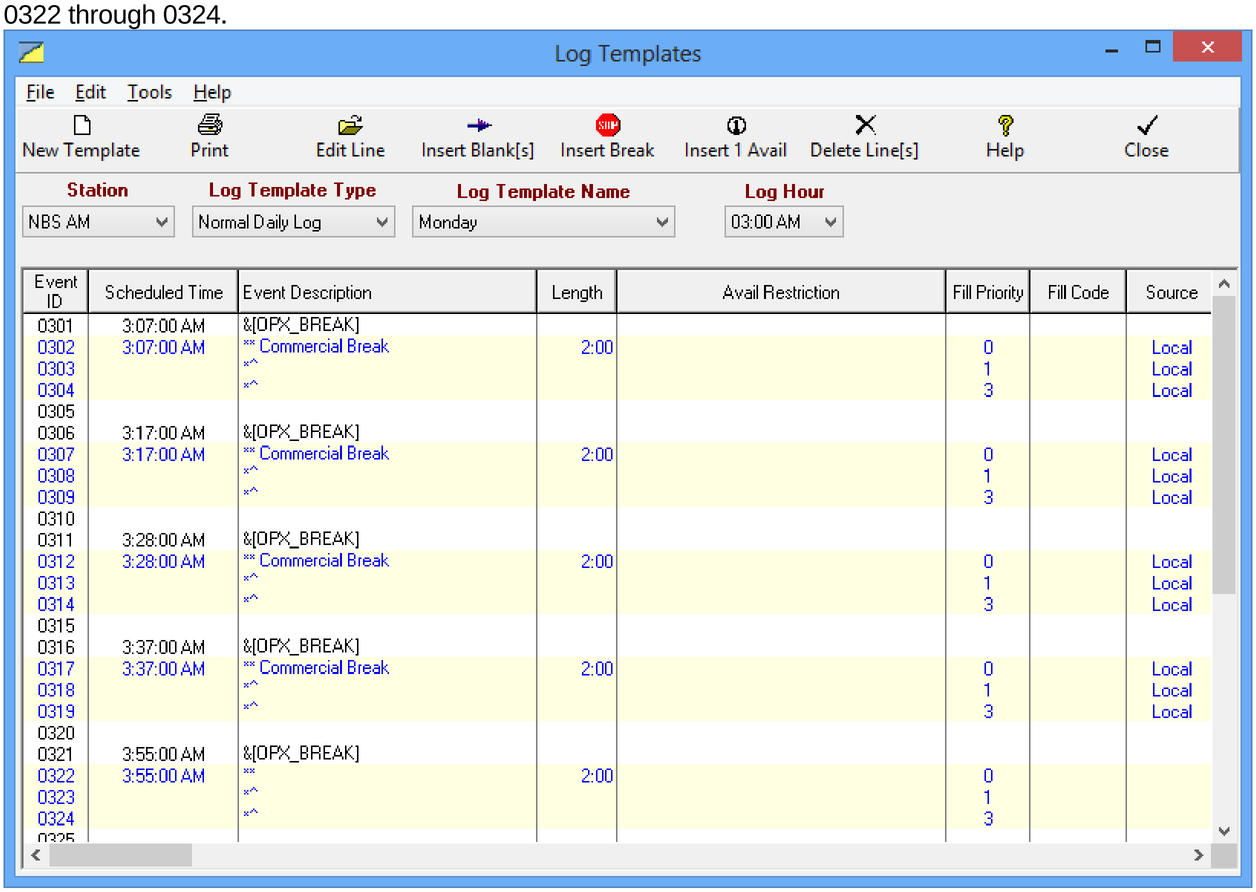
In "live assist mode" suppose you want a commercial break to run at 03:28:00 AM. However, you want OpX to pause to allow your live announcer to talk before the spots start. The &Q$ tells the NL to send a [blank] as the Q [start code] to OpX for the first spot in the break. This [Blank] Q-code tells OpX to finish playing the last event before the spots and wait for the announcer to issue a Manual Start. Then it will sequentially play all following break spots [if any] that are inserted by Natural Log on lines 0312 through 0314.

Commercial Break Start at EXACT Time Example - Event 0316 shown below

Suppose you need to have a commercial break run exactly at 03:37:00 AM. You want OpX to skip any unplayed music or other cuts, cut off the currently playing cut, and start the timed event. The Q@ tells the NL to send @ as Q [start code] to OpX for the first spot in the break starting at event 0319. OpX will skip ahead at 03:37:00 AM and cut off whatever is currently playing. Then it will sequentially play all following break spots [if any] that are inserted by Natural Log on lines 0317 through 0319.

Commercial BackTime Start Example - Event 0321 shown below

Suppose you need to have a commercial break start exactly at 03:55:00 AM but you don't want to interrupt whatever is playing. You want to force OpX to skip any unplayed music or other cuts, and stretch or shrink the current playing item to make it end exactly at 03:55:00 AM. This would most often be done to join a network at an exact time without cutting off something in the middle. The &Q! tells NL to send the **!** as Q [start code] to OpX for the first spot in the break [if any]. OpX will shrink or stretch whatever is currently playing so that it ends exactly at 03:55:00. Then it will sequentially play all following break spots [if any] that are inserted by Natural Log on lines 0322 through 0324.



Event ID	Scheduled Time	Event Description	Length	Avail Restriction	Fill Priority	Fill Code	Source
0301	3:07:00 AM	&[OPX_BREAK]					
0302	3:07:00 AM	** Commercial Break	2:00		0		Local
0303		*^			1		Local
0304		*^			3		Local
0305							
0306	3:17:00 AM	&[OPX_BREAK]					
0307	3:17:00 AM	** Commercial Break	2:00		0		Local
0308		*^			1		Local
0309		*^			3		Local
0310							
0311	3:28:00 AM	&[OPX_BREAK]					
0312	3:28:00 AM	** Commercial Break	2:00		0		Local
0313		*^			1		Local
0314		*^			3		Local
0315							
0316	3:37:00 AM	&[OPX_BREAK]					
0317	3:37:00 AM	** Commercial Break	2:00		0		Local
0318		*^			1		Local
0319		*^			3		Local
0320							
0321	3:55:00 AM	&[OPX_BREAK]					
0322	3:55:00 AM	**	2:00		0		
0323		*^			1		
0324		*^			3		
0325							

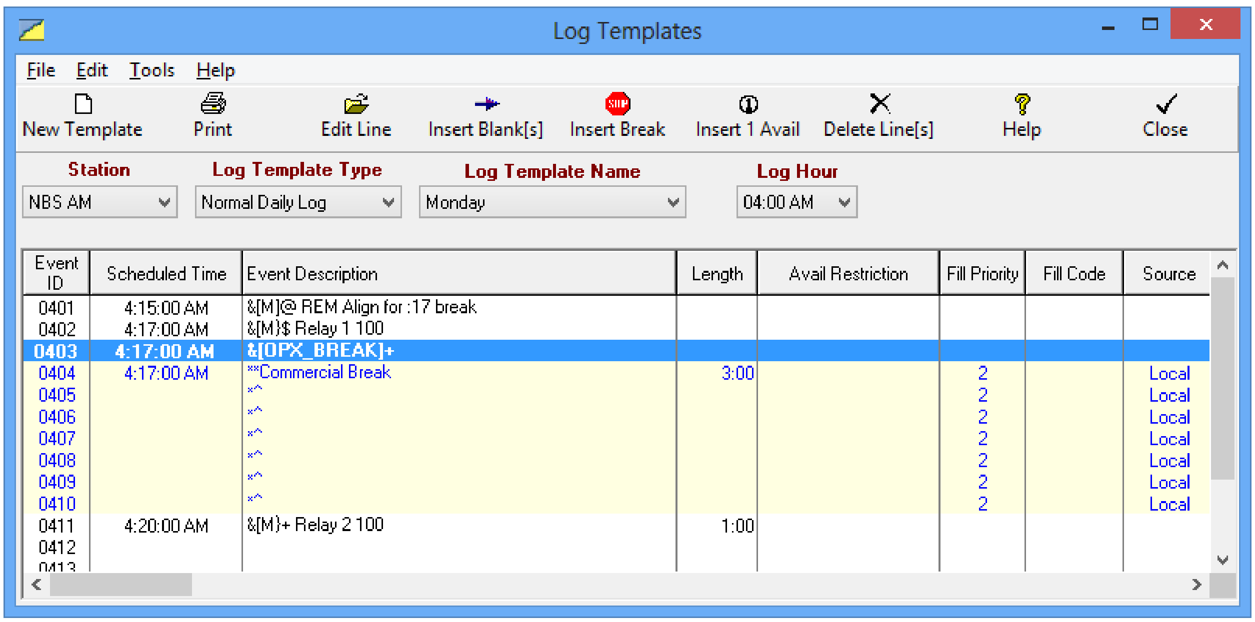
Commercial Break Satellite Trigger [Contact Closure] Start Example - Event 0402 shown below

In "Satellite mode", contact closures from the network start your commercial breaks. There must be a "break marker" for each commercial break even if empty so the OpX stays "in sync" with the network. With no break marker for an empty spot break, OpX would be positioned at the wrong break when the next contact closure comes. The example assumes you are using a Satellite Relay switcher. If running Network audio through the AUX input on your audio card, contact BSI for the appropriate Macro commands to use.

&[M]$ sends [Blank] as the Q [start code] to OpX so it will stop and wait to receive the network contact closure before executing the command to close RELAY 1 for 100 microseconds (Network OFF). If no spots are scheduled, the RELAY 2 100 (Network ON) is immediately executed and network audio is NOT interrupted. If there are spots, they will be auto-started, and then RELAY 2 100 (Network ON) is executed after the last spot due to the + Q code on line 0410. Either way, OpX then goes to the next commercial break and waits for the next network contact closure.

Optional Break Alignment Start Example - Event 0401 shown below

In "Satellite mode", contact closures from the network start your commercial breaks. Some users want to be sure OpX is positioned at the correct break when the contact closure comes. The optional entry shown on event 0401 below will cause OpX to align at event 0402 at 4:15:00 AM and wait for the contact closure for the following break. This forces OpX to play the correct break even if an earlier closure was missed for some reason.



This is an example only, your Relay numbers will be different or you may use the built-in audio mixer on your audio board, in which case you will use MIXVOL macros to turn the network up and down instead of the RELAY macros in this example.

Sending Commands from NL Templates to OpX

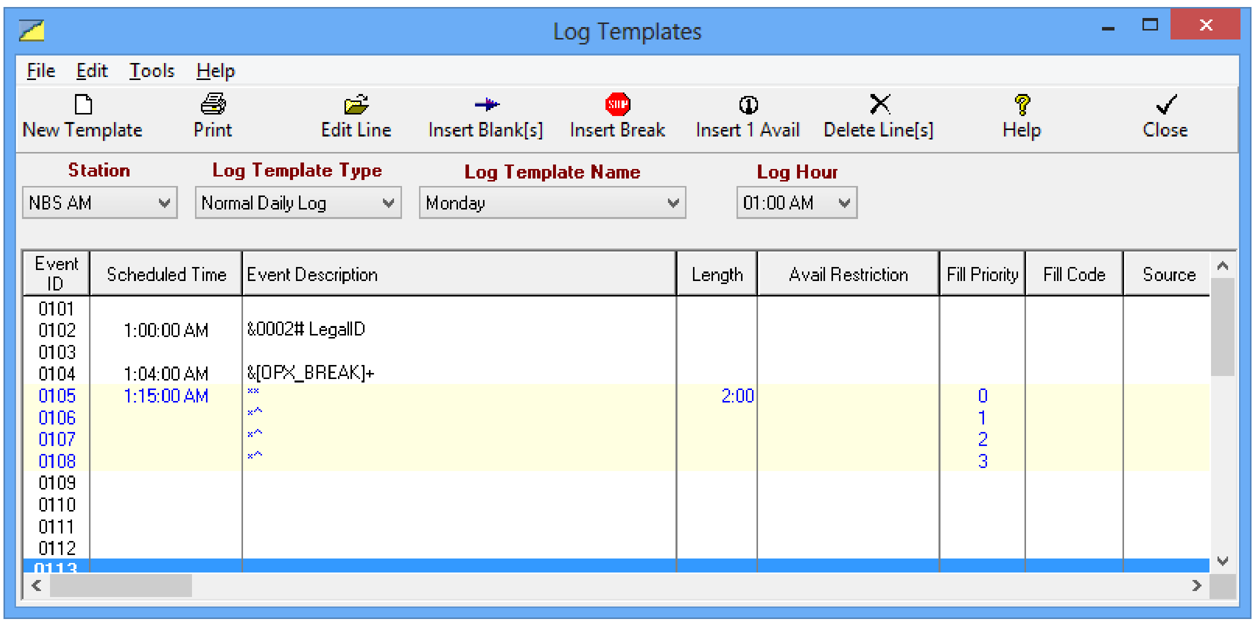
Tell OpX to play a specific "non-commercial" audio cut

Commercials should always be scheduled from Broadcast Orders. You may need to run other items such as weather, promos, jingles, etc. for which you don't want to enter a broadcast order. These can be placed directly in the **Event Description** column of the NL log templates as follows.

- Start with **&**
- Follow immediately [no spaces] with the name of the **audio cut** to play
- Optionally follow immediately by the **Q-Code** [+ is assumed if Q not entered]
- At least 1 **blank space**
- An optional **description**

Example 1 - Shown below at event 0102 A command to play a legal ID audio cut named 0002 with a Q of # [to designate "Time Next"] is shown on event 0101.

Example 2 - Shown below at event 0109 Assume you want to run weather at the end of a 3:00 Commercial Break. If your weather is named WX-1, you could make the entry shown on event 0109 below. The break starting at event 0103 plays 2:30 of commercials and segues into event 0109 which plays audio cut named WX-1. If there are no spots, the weather will play by itself. Note the length of the commercial break was reduced by the length of the weather. Do not use this to schedule billable spots. Those are scheduled from Broadcast Orders.



NOTES:

Background Timed Events which do not affect the log such as recording network audio, network switching, etc. can be pre-scheduled using OpX **Scheduled Events**. There should be little need to send timed event commands from Natural Log.

BSI provides technical support for programming their OpX product! Please call them (1-500-677-TECH) for specifics regarding the macro commands (such as network switching) to be executed by OpX. We are unable to provide assistance regarding the specific commands needed by OpX but once BSI provides the OpX command settings, we will help you translate the commands into text to be placed on the Natural Log format. The following samples and the explanation for each should show how any OpX Macro command can be entered in Natural Log.

Tell OpX Automation to Execute Non-Audio OpX Categories

OpX uses several different "categories" for things that can be scheduled on its log. "Non-Audio" categories do things other than play an audio file. These can be placed directly in the **Event Description** column of the NL log templates as follows.

- Start with **&**
- Follow Immediately with the **[Category]** within brackets
- Follow immedtaiely by the **Q-Code** [+ is assumed if Q not entered]
- At least 1 **blank space**
- The name of the command or command parameters to be used by OpX.

To save space on the log event line, you may insert just the first character [within brackets] of certain "standard" categories. These "standard" categories with abbreviations in Natural Log are:

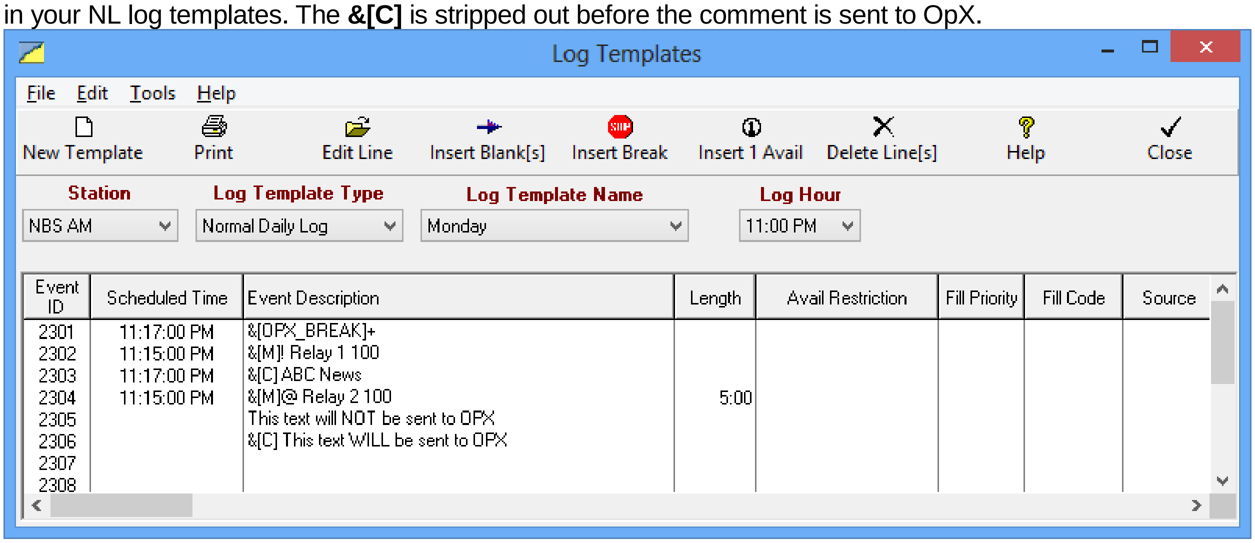
Natural Log Abbreviation	**OpX Category**	**Meaning**
&[R]	REC	Record (no longer used)
&[T]	TEXT	Display Text
&[M]	MACRO	Execute a Macro
&[LOG]	LOG	Load a Day's Log
&[A]	APP	Run an Application
&[L]	LIST	Execute a List
&[C]	COMMENT	Comment Line

Back-Time Macro Example - Event 2301 shown below

In the example below, event 2302 is a "Back Time" Macro [due to the ! Q-Code] to switch relay 1 on at 11:00 PM for 100 milliseconds. Event 2304 is a "Time Immediate" Macro [due to the @ Q-Code] to switch relay 2 on at 11:05 PM for 100 milliseconds. This might be used to join and leave a network. Your commands will be based on your actual OpX hardware setup, but all OpX macros and categories may be placed in an NL log template in this manner using the categories enclosed within brackets.

Comment Example - Event 2303 shown below

Event 2303 is a comment which is simply a line of text that will be displayed on the OpX log screen but is not executed by the automation. It is just skipped. **Note** that event 2305 below will not be sent to OpX as a comment since it does not start with **&[C]**. Comments you want to show be shown on-screen is OpX must begin with **&[C]** in your NL log templates. The **&[C]** is stripped out before the comment is sent to OpX.

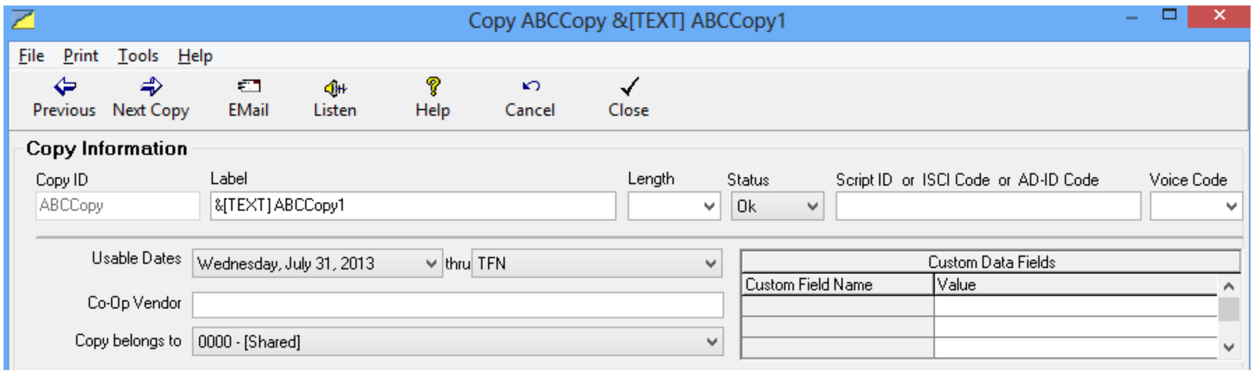


Send Non-Audio Commands from NL Broadcast Orders to OpX

Normally NL sends **Audio** as the OpX Category for any item scheduled from a Broadcast Order. **[Note this default Category value can be changed on the NL Automation-Conversion screen]**. To send a Category on an individual logged item other than the default Category from a Broadcast Order, enter the Category using **&[Category]**, in the Label field of the Copy Manager, and schedule the CopyID to run on an order.

Live Copy Example

You want OpX to pop open a TEXT file so an announcer can read some live copy. Assume you use CopyID ABCCOPY. In Natural Log Copy Manager, you'd enter the label for Spot ABCDEF as **&[TEXT] ABCCOPY1**. Be sure to put the space between the &[TEXT] and the ABCCOPY1. Text file named ABCCOPY1 will be displayed by OpX whenever CopyID ABCCOPY is scheduled by a Natural Log broadcast Order.



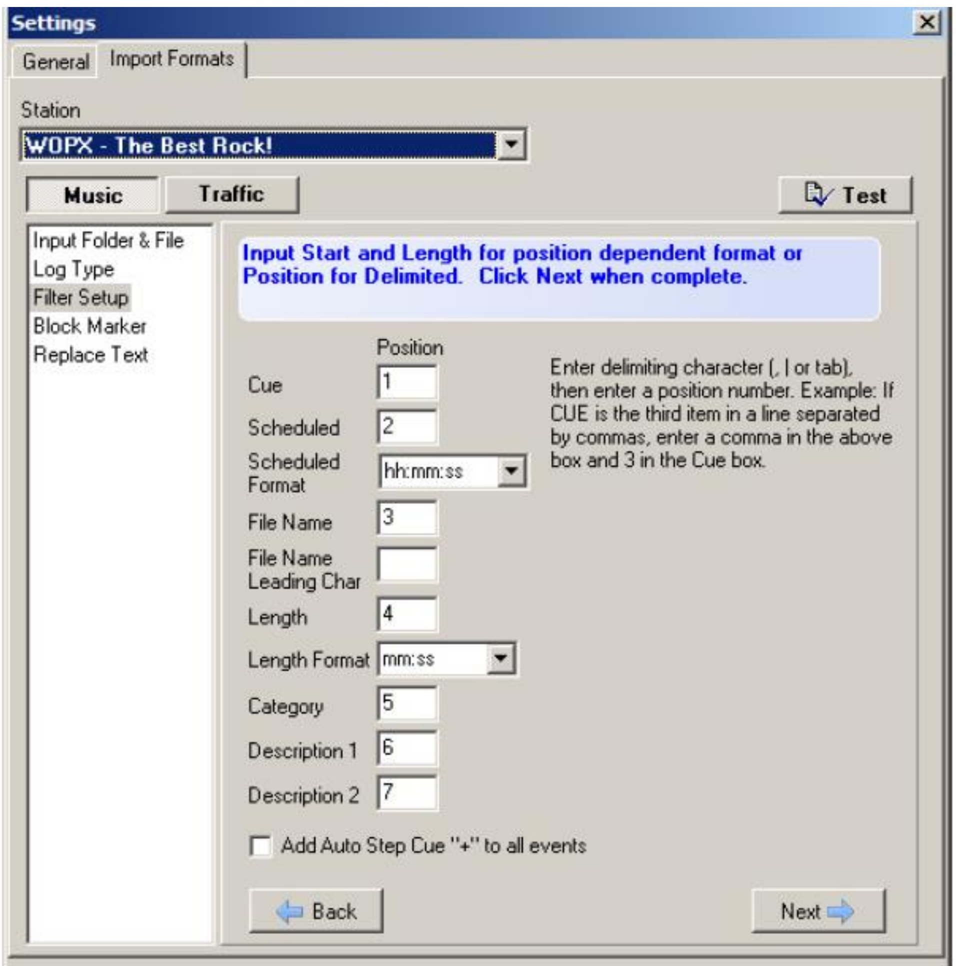
BSI OpX™ Import Filter Configuration

To use the OpX import/merge function you need to use the OpX Edit, Settings function and select the appropriate station. On the **Import Formats tab** select the **Traffic button** and enter the following items:

Input Folder & File: Specify the folder from which the files are imported. This can be any folder you want to use but must match with the folder you select in Natural Log. You should also specify the File Template. NL uses **%mm%dd%yyT1.LOG**. [Note: the 1 after the T can be any alphanumeric value to designate the station. This will be same as that entered in Natural Log during log export for Station Number].

Log Type: Click **DELIMITED** and set the delimiter to pipe character ("|" the pipe symbol is entered by holding the Shift key and pressing the Back-Slash key "\" on English US keyboards)

Filter Setup:

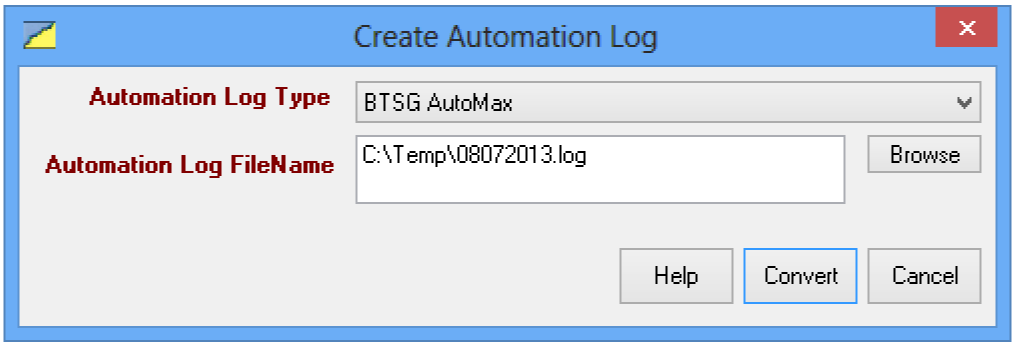


Block Marker: Set **[OPX_BREAK]** as the Block Marker. In **Change to Comment** put **LIVE** and **Category In Field**. All other entries leave as default.

BTSG AutoMax Automation Logs

BTSG 'Generation IV' users must use the BTSG Gen-IV automation log! Do NOT use this section!

Automation Logs are created in the NL Log Editor. At the Natural Log main screen, select **[Logs]**. Select an existing commercial log and then click **[Open]**. In the NL log Editor, click **[Convert-Log] [Automation Log]** to create the Automation Log. BSTG AutoMax uses a modified version of the 'Generic Text [NL-DOS format]' log output file. See BSTG AutoMax Automation Log Format for a description of the file.



BSTG AutoMax Cut Numbers

Any alphanumeric CutID from 1 to 8 alphanumeric characters is acceptable. All you need to do is enter the BTSG cut number for the particular commercial spot into the "CopyID" field in the Natural Log system when entering the order lines. Make sure the number in NL exactly matches the number in the AutoMAx (including leading 0's if used).

Log Reconciliation not supported for BTSG AutoMax.

If the vendor will provide play log specs we will support reconciliation.

Output & Input Log FileNames

Output (send) log file

mmddyyyy.LOG	mm=month, dd=day, yyyy=year
080713.LOG	is Send Log 08-07-13 for station1
Input (reconcile) log file	Not supported

End-of-Break Markers and Skip-Break Markers

This applies only to stations using BTSG to run a satellite-based format. You must tell BTSG to stop at the end of a break (by sending a blank line). You also need to tell it to SKIP any unused breaks. This is done as follows. Put &BREAK by itself on the line before each break and & by itself on the line after each break. This will cause a SKIP command to be sent to BTSG for any empty breaks, and a blank line at the end of each break. This only applies to satellite formats. If you do this on a music format, the BSTG will stop at the end of each break. **See example at events 0012 through 0017 shown below**.

BTSG AutoMax Automation Commands

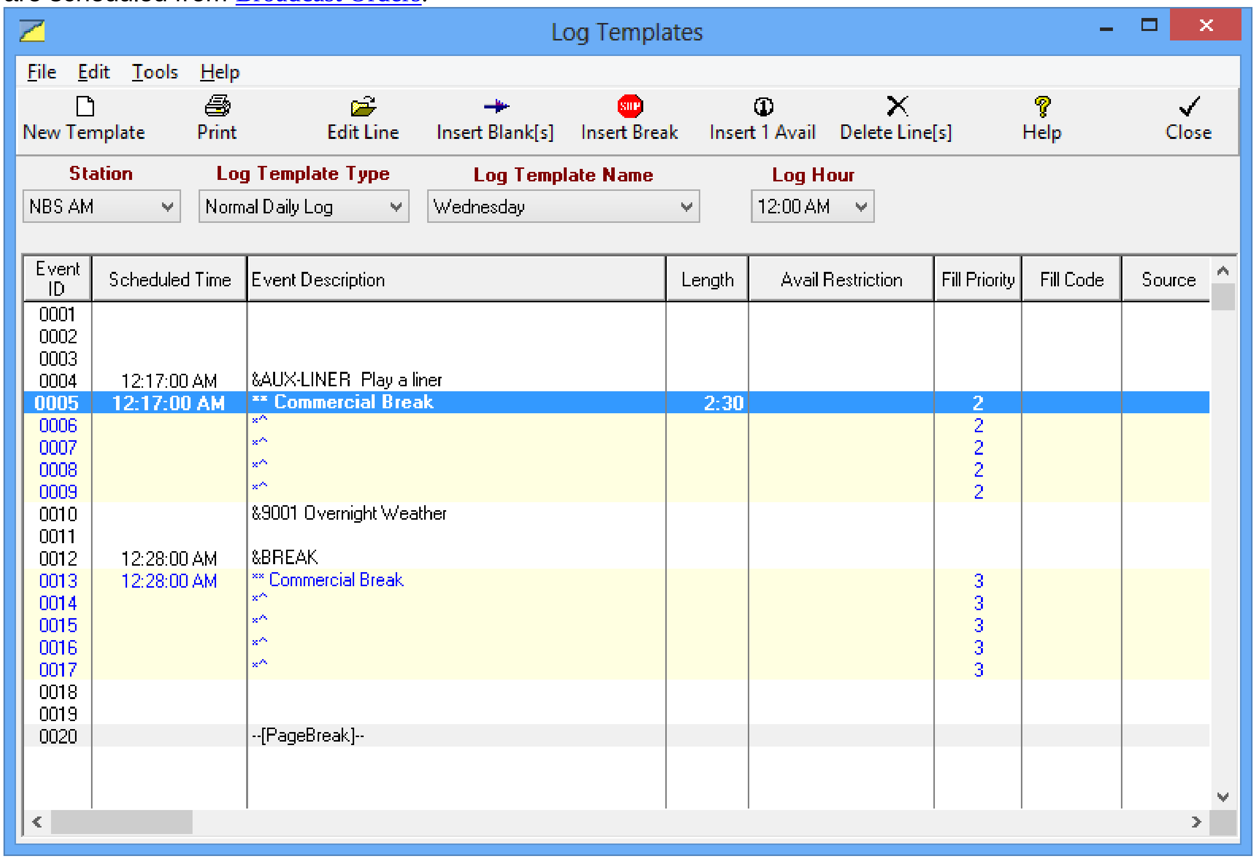
Commands can be sent to the automation (such as source switching, playing liners,etc) from the Natural Log system. These can be entered on your Natural Log Templates as command lines of text. More usefully, you can also use this **&** to play an audio cut from the Log Format. Just enter **&** followed immediately (no spaces) by the audio cut number as the event description in the Natural Log Template Setup (&####). This is useful for scheduling weather, jingles, ID's, etc. Do not use this to schedule billable spots. Those are scheduled from Broadcast Orders.

Play Aux Item Example - Event 0004 shown below

The command to play a liner may be an AUX event descriptiond LINER. You would enter this as &AUX-LINER in the event description column when entering your log Templates for Natural Log. This works with any automation commands, just use the **&** when entering the event description on the Natural Log Template. If it is an audio event just enter the Cut Number after the &. If it is an AUX event, enter AUX- followed by the event to execute.

Play Non-Commercial Audio Cut Example - Event 0010 shown below

You need to run weather at a certain time each day. If weather is named **9001**, you could make the entry shown below at event 0010. This would play 2:30 of commercials followed by the weather. NL only needs the **&9001** and we inserted "Overnight Weather" only to make it easier to read. Do not use this to schedule billable spots. Those are scheduled from Broadcast Orders.



Natural Log "BTSG AutoMax" Output File Format

Also see BTSG AutoMax automation

Please call Natural Software with any questions about this file format used only for BTSG AutoMax (not BTSG Gen-IV). The file is straight ASCII with no page breaks, no formfeeds, no headers, and no graphics. Each line is 78 characters log **plus** a Carriage Return/Line Feed (total 80 characters per record).

the file name is: **mmddyyyyy.LOG**

where:

mm=Month ## (05 for May)

dd=Day ## (01 for the first)

yyyy=Year ####

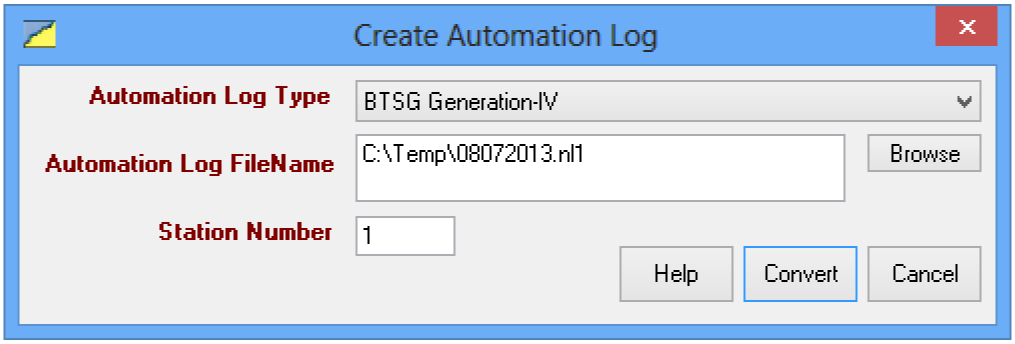
Example: 08072013.LOG is Traffic log for 08-07-13

Column	Length	Field Description
1	3	Scheduled Hour (##:)
4	3	Scheduled Minute (##:)
7	2	Scheduled Second (##)
10	8	Cart number (filename to play, left justified)
19	1	Start Code (**S**egue, **L**oad, **A**utoplay, **N**ormal)
20	24	Event description (sponsor name,etc)
45	5	Length in mm:ss
50	8	AUX commands
59	16	Reserved for Artist Name for Music
75	4	Natural Log event pointer for reconciliation
79	2	Carriage Return / Line Feed

BTSG Gen-IV Automation Logs

BTSG 'Generation AutoMax' users must use the BTSG AutoMax automation log! Do NOT use this section!

Automation Logs are created in the NL Log Editor. At the Natural Log main screen, select **[Logs]**. Select an existing commercial log and then click **[Open]**. In the NL log Editor, click **[Convert-Log] [Automation Log]** to create the Automation Log. BSTG AutoMax uses a modified version of the 'Generic Text [NL-DOS format]' log output file. See BSTG Gen-IV Automation Log Format for a description of the file.



BSTG Gen-IV Cut Numbers

Any alphanumeric CutID from 1 to 8 alphanumeric characters is acceptable. All you need to do is enter the Gen-IV cut number for the particular commercial spot into the "CopyID" field in the Natural Log system when entering the order lines. Make sure the number in NL exactly matches the number in the Gen-IV (including leading 0's if used).

Log Reconciliation not supported for BTSG Gen-IV.

If the vendor will provide play log specs we will support reconciliation.

Output & Input Log FileNames

Output (send) log file
mmddyyyy.NL# mm=month, dd=day, yyyy=year, #=NL station# 08072013.NL1 is Send Log 08-07-13 for station1

Input (read) file Not supported

BTSG Gen-IV Commands

Commands can be sent to the automation (such as source switching, playing liners, etc.) from the Natural Log system. On the Natural Log Templates simply enter **&** and then the category and command code letter/numbers in the Event description. NL will pick up the category and command or cut name to play by capturing all characters between **&** and the first space in the event description. You must put the BTSG "Category" followed by a dash and then the cut identifier. See examples on the following page.

Gen-IV Play Non-Commercial Audio Example - Event 0025 shown below

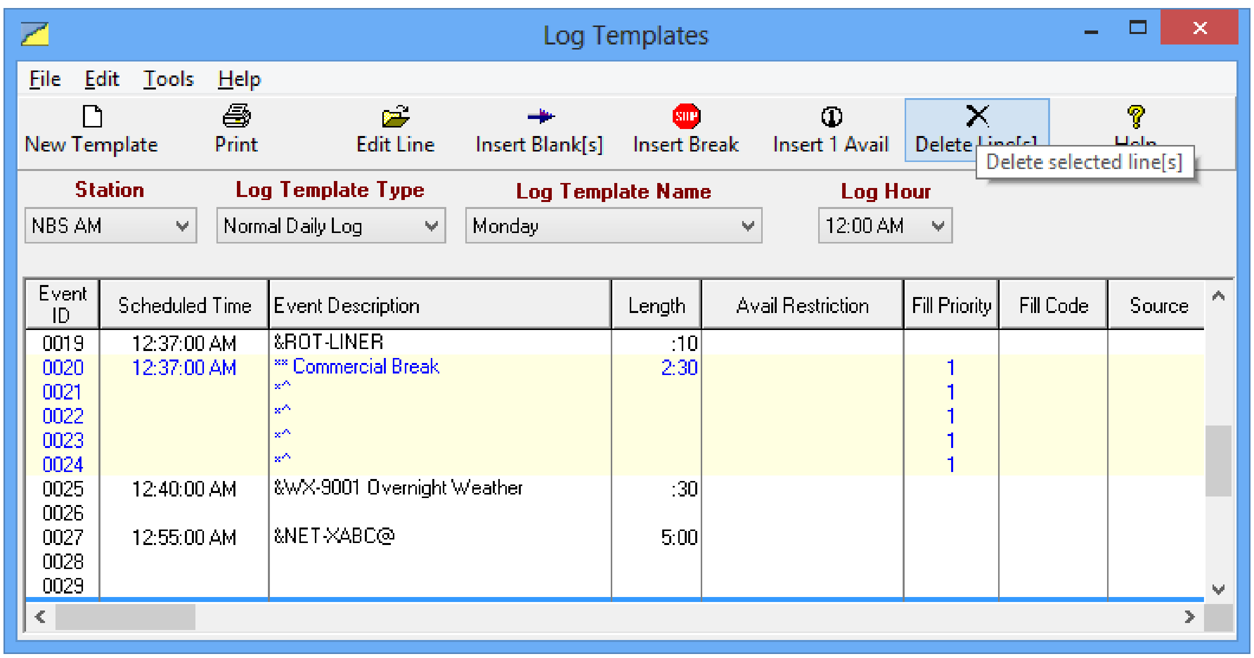
Assume you want to play a cut named 1002 from category WX before a commercial break. You would enter this as **&WX-1002** in the event description column in the NL log templates. This will work with any of the automation commands, just use the **&** when entering the event description on the Natural Log Template followed by the BTSG category, a dash, then the cut ID, then at least one space and an optional description. Do not use this to schedule billable spots. Those are scheduled from Broadcast Orders.

Gen-IV Rotator Example - Event 0019 shown below

Assume you want to run a BTSG rotator named LINERS going into the break. You could make the entry shown on event 0019 below in the Natural Log Templates. This would a cut from the BTSG Gen-IV LINER rotator immediately before the commercial break. Note the use of ROT as the BSTG category.

Gen-IV Network Join Example - Event 0027 shown below

Assume you want to join a network at the top of the hour for news for 5 minutes. You could make this entry in the Natural Log templates: Note the use of NET as the BSTG category and the cut ID is the network ID as specified in BSTG. Note the @ forces a "hard sync" in BTSG. To make it a "soft sync" use the # as in NET-XABC#.



BTSG Gen-IV Sync Commands

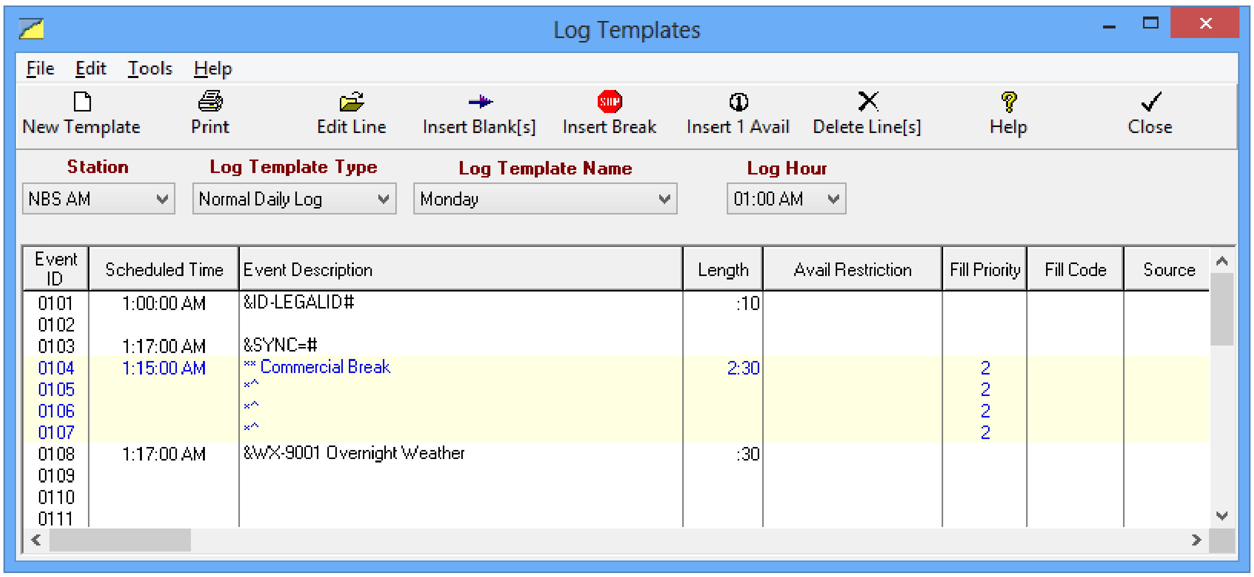
Sync Commands can be sent to BSTG Gen-IV by NL. NL reads # as a "soft sync" and @ as a "hard sync". A **soft sync** means BTSG moves to that event at that time but does not start playing it until whatever is currently playing finishes. A **hard sync** means BTSG moves to that event at that time, fades whatever is playing, and immediately plays the event.

Soft Sync Example- Event 0101 shown below

Assume you want to make sure you do an ID near the top of the hour but you don't want to stop what is playing at the top of the hour. This is a "soft sync" in BSTG Gen-IV. This would sync to the Legal ID at the top of the hour and play it immediately after whatever is playing finishes. Note the # forces a "soft sync" in BTSG. To make it a "hard sync" use the @ and whatever is playing will be faded and this event will begin.

Sync Example for Breaks - Event 0103 shown below

Assume you want to make sure your breaks don't run to late if long Items are scheduled. You can force NL to give a "soft sync" command for a break as follows in the NL Log Format: Note the # forces a "soft sync" in BTSG. At 1010 BTSG will soft sync to the first spot in the break and wait until whatever is playing finishes and then start the break.



Natural Log "BTSG Gen-IV" Output File Format

Also see BTSG Gen-IV Automation

Please call Natural Software with any questions about this file format used only for BTSG Gen-IV Automation. The file is straight ASCII with no page breaks, no formfeeds, no headers, and no graphics. Each line is 78 characters log **plus** a Carriage Return/Line Feed (total 80 characters per record).

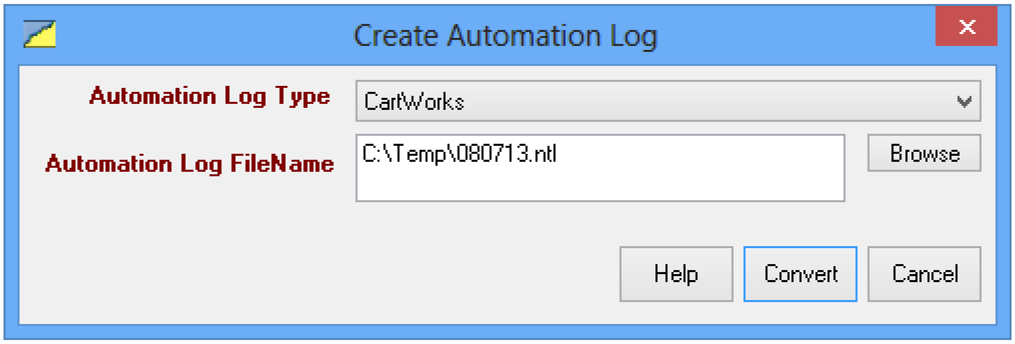
The file name is:	**mmddyyyyy.NL#**
where:	mm=Month ## (08 for Aug)
	dd=Day ## (08 for the first)
	yyyy=Year ####
	# is the Natural Log station number

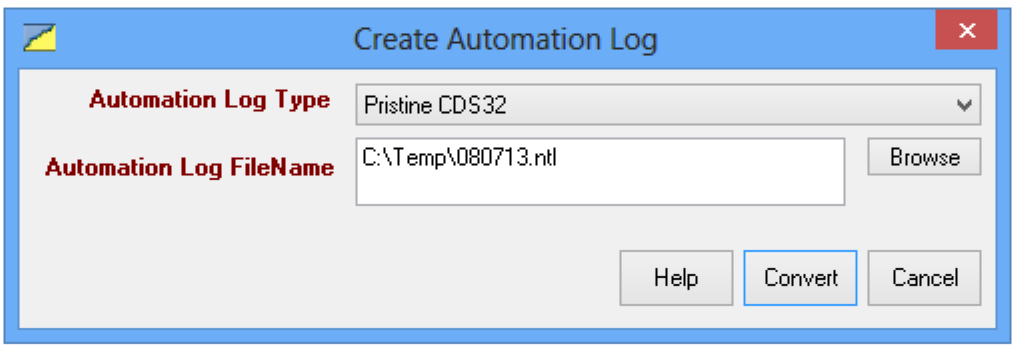
Example: 08072013.NL1 is Traffic log for 080713 for station 1

Column	Length	Field Description
1	8	Scheduled time hh:mm:ss (military time)
10	8	Cart number (filename to play, left justified)
20	24	Event description (Sponsor name, Title, etc)
45	5	Length in mm:ss format
51	24	Reserved for artist name in Natural Log
76	4	Natural Log event pointer for reconciliation
81	4	BTSG 'Category'
86	1	BTSG Sync Code H,S, or blank

CartWorks™ / Pristine CDS32 Automation

Automation Logs are created in the NL Log Editor. At the Natural Log main screen, select **[Logs]**. Select an existing commercial log and then click **[Open]**. In the NL log Editor, click **[Convert-Log] [Automation Log]** to create the Automation Log. NL converts to a specific CartWorks log format. This interface is the same whether you are using CartWorks or Pristine CDS32. All references to Cartworks also apply to CDS32.





CartWorks / CDS32 Cut Numbers

CartWorks can use any numeric or alphanumeric cut up to 8 characters to identify its audio cuts. NL can handle any valid CartWorks audio cut identifier so all you need to do is enter the CartWorks cut identifier for the particular commercial spot into the "CopyID" field on the NL Order Line entry screen.

Log Reconciliation is supported For CartWorks / CDS32

Natural Log will filter it and read the exact spot runtimes for your affidavits. Copy the unfiltered audit log from the CartWorks onto a floppy disc or to a folder on your LAN, and use the **[Convert-Log] [Reconcile Schedule-Log with Play-Log]** function in the **Log Editor** section of Natural Log, with the day's log loaded into the NL Log Editor. You will need to use the [Browse] button to point NL to the Play-Log. Natural Log will read the run times and print a discrepancy report.

Ouput & Input Log FileNames

Output (send) file

mmddyr.NTL mm is month, dd is day, yr is year

080713.NTL is Send Log for 08-07-13

Input (reconcile) log file

mult#.LOG where # is day (1=Mon, 7=Sun)

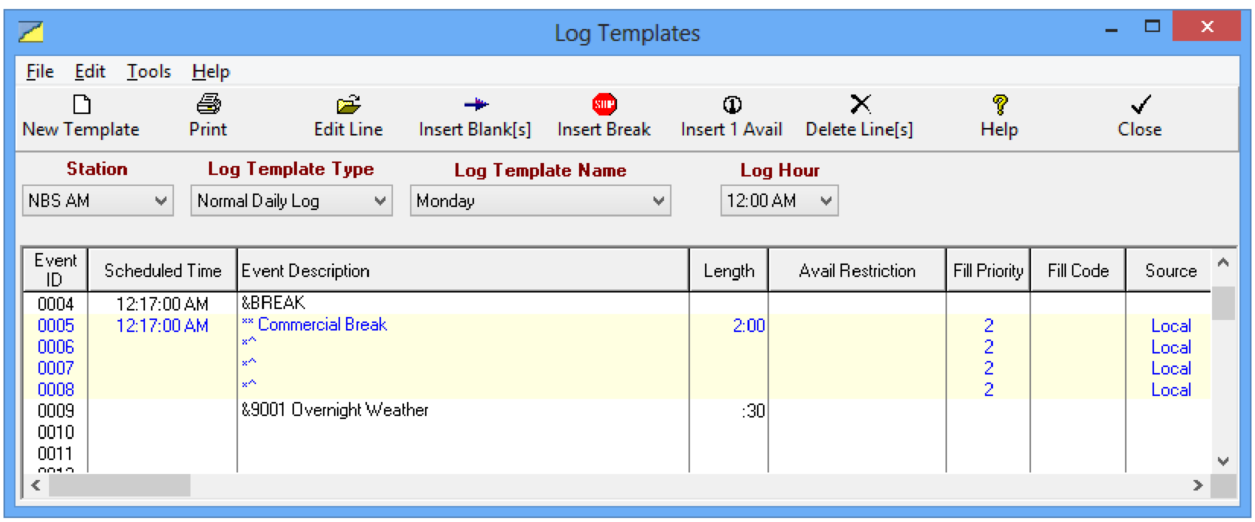
CartWorks Break Markers Required

The Natural Log system allows you to set up "if used" spot breaks as well as Mandatory spot breaks. Because the spot loading into CartWorks is sequential, something must be sent to CartWorks for **each and every spot break setup in CartWorks**. If a break in NL is completely empty, something must be sent to CartWorks to tell it that the break is empty. If not, CartWorks will wait for the next spots to be sent from Natural Log (when Natural Log hits the next spot break) and the spots will be played by CartWorks in place of the empty break not used by Natural Log. The CartWorks will get "out of sync" with Natural Log.

This is prevented by entering the **&BREAK** command immediately before **each spot break in Natural Log**. In the Natural Log Templates, on the line immediately before the start of a spot break, you need to enter an event (at the approximate spot break start time) and use event description **&BREAK**.

Break Marker Example - Event 0004 shown below

If no spots are inserted by Natural Log, the **&BREAK** marker will serve to tell Cartworks that the break is empty so it should be skipped. This is entered in the Natural Log Templates as shown below at event 0004. Event 0004 contains the **&BREAK** marker which will be sent to CartWorks in the event no spots get logged into this commercial break by Natural Log. This must be done before **all** breaks in Natural Log. If the spot break is empty, this **&BREAK** will be transferred by Natural Log as an empty break and CartWorks will skip to the next break. If spots are logged into the break, the **&BREAK** is ignored by the cartworks interface. In this way, the spot break loading sequence can be kept "in sync" between Natural Log and CartWorks.



CartWorks Commands

Commands can be sent to the CartWorks from the Natural Log system. On the Natural Log Templates in the Event Description column, enter **&** and then the command letter/numbers. NL will pick up the command or cut name to play by capturing all characters between **&** and the first space in the event description.

Play Non-Commercial Audio Cut Example - Event 0010 shown above

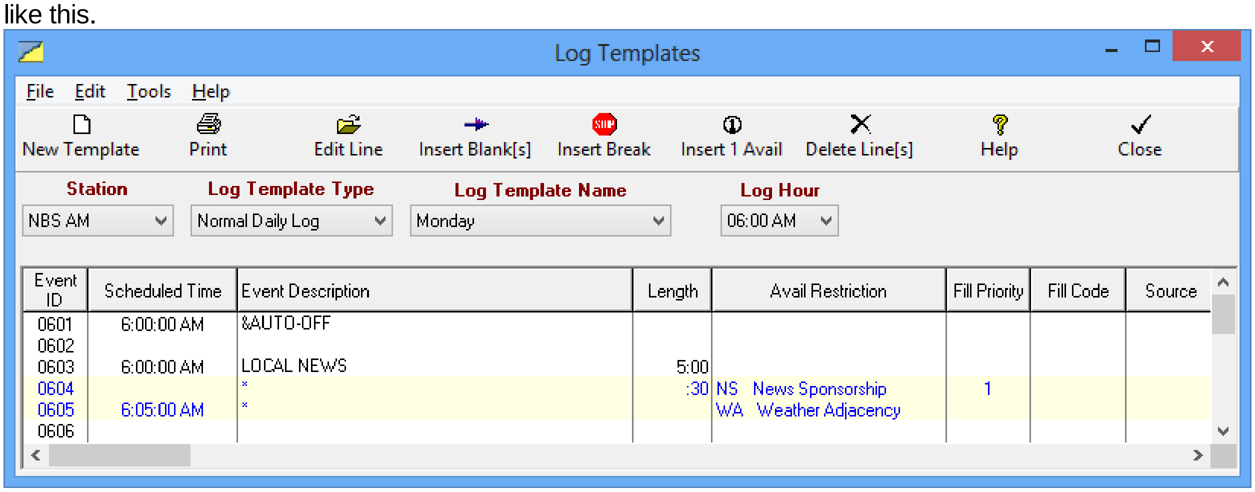
You need to run weather at a certain time each day. If weather is named **9001**, you could make the entry shown at event 0010 above. This would play 2:30 of commercials followed by the weather. NL only needs the **&9001** and we inserted "Overnight Weather" only to make it easier to read. Do not use this to schedule billable spots. Those are scheduled from [Broadcast Orders](#).

Turning the Cartwoks Automation Conversion On & Off

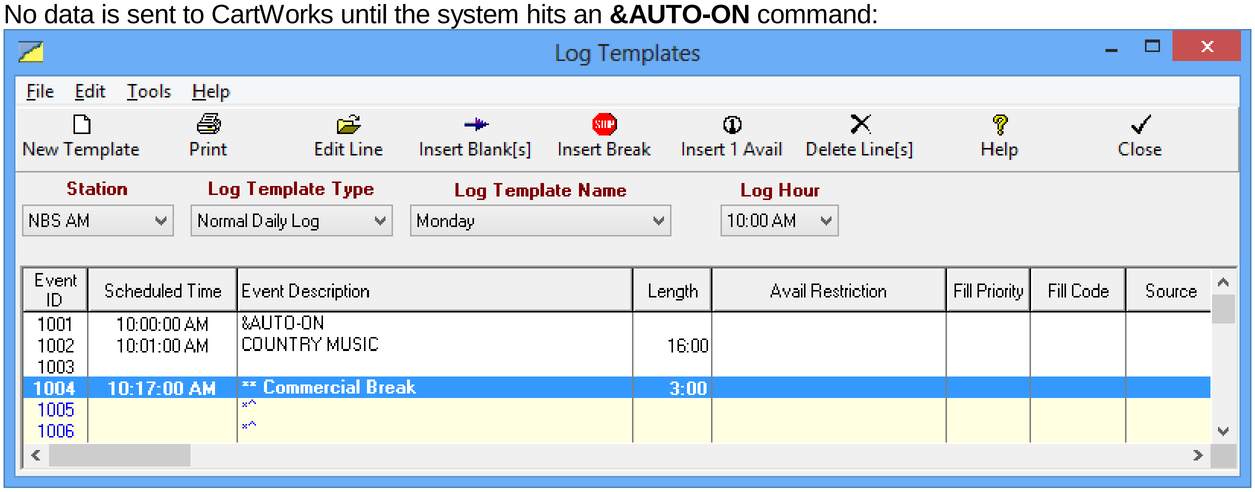
The CartWorks system loads spots sequentially into spot breaks. If you have some hours during which you are "Live" and not using CartWorks, you need a way to tell the Natural Log **not to send spots to CartWorks during that time period**, even though spots are logged for manual play. If you don't do this, the spot loading in CartWorks and Natural Log can be out of sequence.

CartWorks Automation On/Off Example Show Below

Assume you are automated from midnight to 6AM and live from 6-10AM. Then you return to automation for the rest of the day. Natural Log needs to know not to send spot data to CartWorks from 6-10AM. If CartWorks doesn't have spot breaks set up for 6-10AM, CartWorks will load the next spot sent from Natural Log (e.g. 6:05AM) into the next spot break it finds in the CartWorks format setup which may be 10:05AM. Your spots will be out of sequence. This can be prevented in Natural Log by using "AUTO-OFF" and "AUTO-ON" commands. This is done in Natural Log's Templates section. In this example, your first event in the 6AM hour of the log format would look like this.



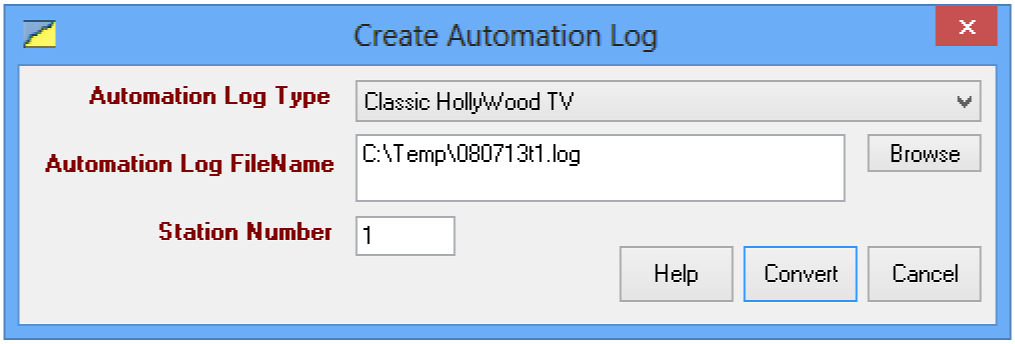
No data is sent to CartWorks until the system hits an **&AUTO-ON** command:



These events must appear exactly as shown including **&** followed immediately by **AUTO-ON** or **AUTO-OFF**.

Classic Hollywood TV Automation™

Automation Logs are created in the NL Log Editor. At the Natural Log main screen, select **[Logs]**. Select an existing commercial log and then click **[Open]**. In the NL log Editor, click **[Convert-Log] [Automation Log]** to create the Automation Log. NL converts to a "native" log format for this automation.



Cut Numbers

The Classic Hollywood Television™ Automation system [CHTV] can use any cut numbers/names up to 8 digits of numeric and alphanumeric characters. Enter the CHTV cut ID (including any leading 0's) into the NL "CopyID" field during order line entry.

Log Reconciliation is NOT supported for Classic Hollwood Automation System

Output & Input Log FileNames

Output (send) log file

mmddyrT#.LOG	mm is month, dd is day, yr is year
080713T1.LOG	is Send Log Nov 02 1995 for station1

Input (reconcile) log file
Not Supported

Automation Commands

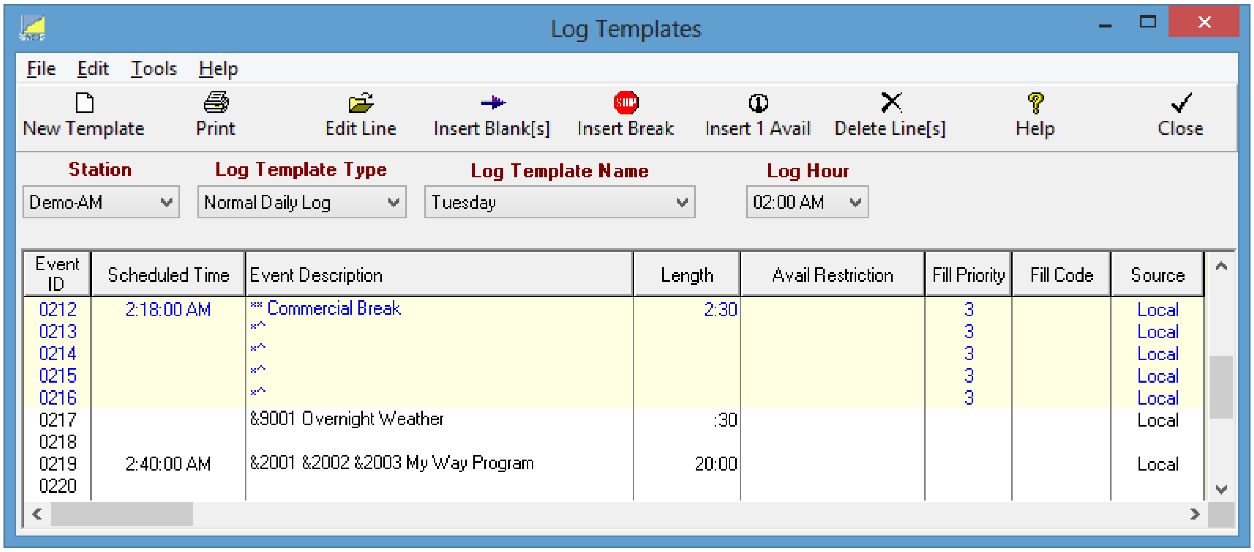
Natural Log can send commands to the automation (such as source switching) On the Natural Log Templates, simply enter <u>**&**</u> and then the command code letter/numbers in the Event description. NL will pick up the command or cut name to play by capturing all characters between **&** and the first space in the event description.

Play Non-Commercial AudioCut Example - Event 0217 shown on next page

Assume you need to run weather at a certain time each day. If weather is named **0009**, you could make the entry shown below at event 0217 below. This would play 2:30 of commercials followed by the weather. NL only needs **&0009** and we inserted "Overnight Weather" only to make it easier to read. <u>Do not use this to schedule billable spots</u>. Those are scheduled from Broadcast Orders.

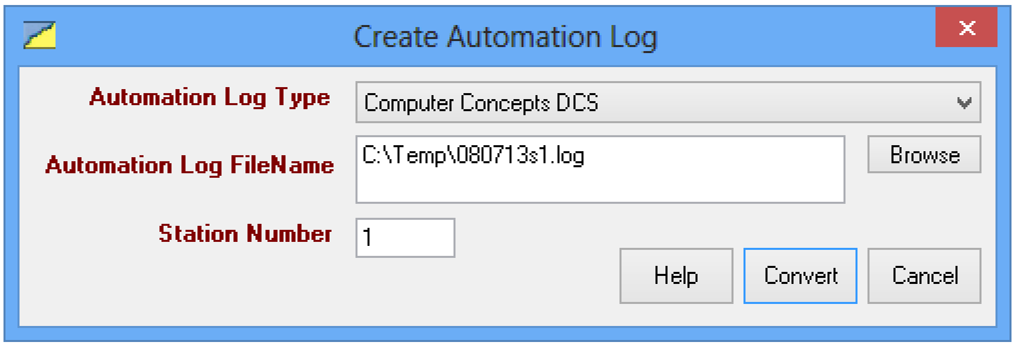
Command Sequence Example - Event 0219 shown on below

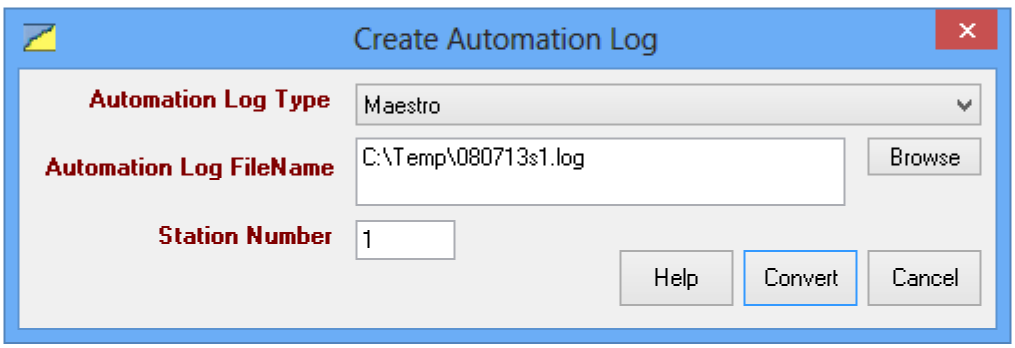
Assume you may need to run a sequence of cuts or commands at a certain time each day. Assume you want to play a program opener (cut 2001), then play a program (cut 2002), then play a closer (cut 2003). You could enter each item on a separate line, or you could make the entry shown below at event 0219 in the Natural Log Templates. Note that a single space is inserted between each command or cut and 'My Way Program' is an optional description.



Computer Concepts DCS & Maestro ™ Automation

Automation Logs are created in the NL Log Editor. At the Natural Log main screen, select **[Logs]**. Select an existing commercial log and then click **[Open]**. In the NL log Editor, click **[Convert-Log] [Automation Log]** to create the Automation Log. NL converts to a specific DCS / Maestro log format. Any references herein to DCS also apply to Maestro, which uses the same type log interface file to send the log. A different file format is used for reconciliation.





DCS/Maestro Cut Numbers

Computer Concept's DCS & Maestro systems can use cut numbers from 1 to 999, with a single letter in front to identify the type. All you need to do is enter the DCS cut letter and/or numbers into the "CopyID#" field during order entry in NL.

Log Reconciliation is supported for DCS & Maestro

The Input (read file) is created using DCS's or Maestros report module to create an "audit DUMP" report named mmddyyS#.RPT on a floppy disc for the day's play log. Natural Log reads this .RPT file. **Do not change the default report settings as this may make the report unusable by Natural Log**. Copy this file onto a floppy disc or to a folder on your LAN, and use the **[Convert-Log] [Reconcile Schedule-Log with Play-Log]** function in the **Log Editor** section of Natural Log, with the day's log loaded into the NL Log Editor. You will need to use the [Browse] button to point NL to the Play-Log. Natural Log will read the run times and print a discrepancy report.

DCS/Maestro Output & Input Log FileNames

The Natural Log system creates an output file named as the date followed by **S** followed by the station number, a period and LOG. For example, the converted log output for 06-28-94 for station #1 in natural Log would be named

Output (send) log filename

mmddyrS#.log	mm=month##, dd=day, yr=year, station#
080713S1.LOG	Send Log for 08-07-13 station # 1

Input (reconcile log filename

mmddyrS#.rpt	mm=month##, dd=day, yr=year, station#
080713S1.RPT	Read Log for 08-07-13 station #1

The Input (reconcile log file) is created using DCS's or Maestro's report module to create an "audit" report named mmddyyS#.RPT on a floppy disc for the day's play log. Natural Log reads this .RPT file.

DCS/Maestro Commands

DCS/Maestro accepts certain commands (also called directives in DCS). An example might be to load a spotset. (See your DCS manual). These can be entered on your Natural Log system Log Templates as command lines of text. Natural Log will treat these as command lines if you begin the event description with &[?] where ? is your command letter as described below.

- &[D=??] — D is a Directive, the ?? means a valid Directive Type:
- &[D=LR] — Load **Required** stopset
- &[D=LS] — Load **Optional** stopset
- &[D=LP] — Load **Play** stopset next [when in satellite mode]
- &[D=LW##] — Load Window ##
- &[D=CR##] — Close Relay ##
- &[D=XF##] — Execute Function ##
- &[P] — This indicates that there is a Program Title on this line of the log template. Skip one space after the] and type in the Program Title on the log format.
- &[L] — This indicates that there is a Log Note on this line of the log format. Skip one space after the] and type in the Log Note text.
- &[C####] — This tells the DCS to play cart number #### at this spot on the log. This is useful for playing things whose location doesn't change on the log like weather, ID's, etc. as part of a stopset.

NOTE: To use **XF##** (Execute Function) or **CR##** (close relay##) or **LW##** (load window ##) functions, use the appropriate code ##.

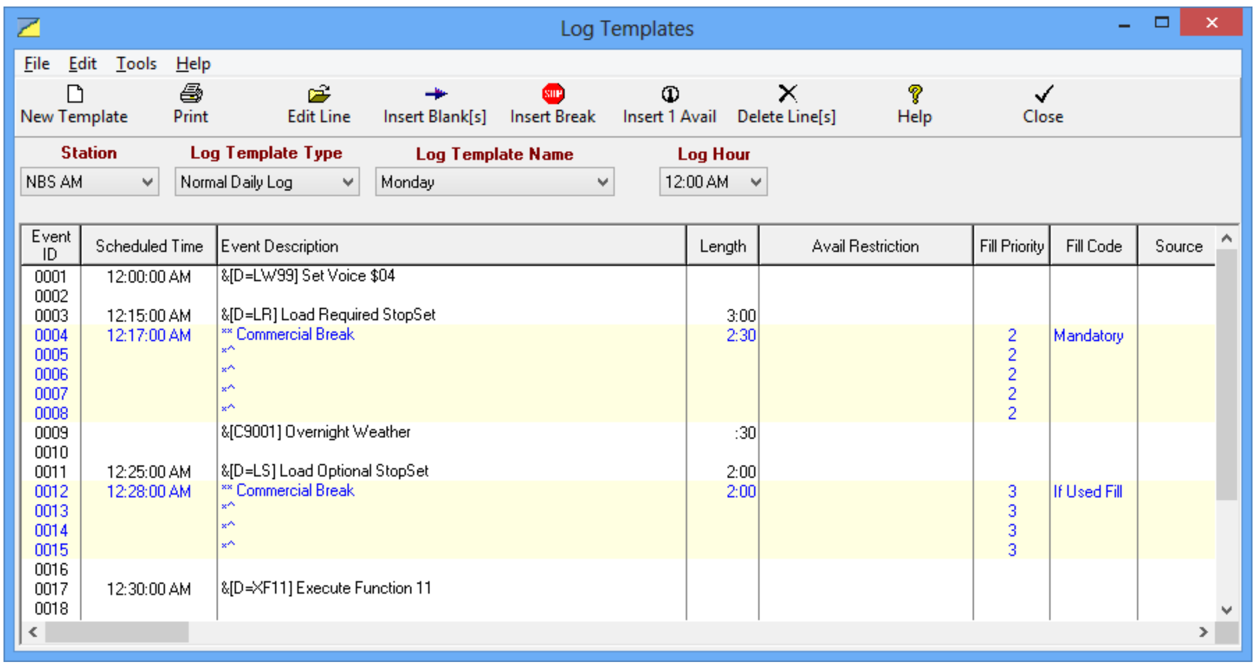
Remember to include **&[** to indicate to NL that this is a command entry, and then close the brackets **]** after the command entry, then you may add a description. **Examples are shown on the following pages**

Example of Required Stopset with DCS/Maestro - Event 0003 shown below

Event 0003, **&[D=LR],** tells DCS to load the upcoming 12:17 AM Required stopset at 12:15 AM. This stopset is 3:00 which includes the 2:30 of commercials plus :30 of weather. We inserted the "Load Required StopSet" in the Natural Log Template to make it more readable but this is not required. Natural Log uses the information on events numbered 0004 through 0008 as commercial avails in which it may log a total of 2:30 of commercials. Note that for DCS, this :30 weather is part of the break total of 3:00, but we have told Natural Log that only 2:30 of commercial matter may be loaded. This 2:30 plus the :30 of weather equals the 3:00 break for DCS. **Mandatory** in the FillCode column of the NL log template tells Natural Log that this break must be filled to exact length.

Example Optional Stopset with DCS/Maestro - Event 0011 shown below

Event 0011 tells DCS to load the upcoming 12:28 AM optional stopset at 12:25 AM. If it finds no spots logged in events 0012 through 0015 it would skip the spotset since it is optional. **&[D=LS]** tells DCS to load the next optional spotset. We inserted the text "Load Optional StopSet" in the Natural Log Template to make it readable by humans, this is not required. Natural Log uses the information on events numbered 0012 through 0015 as commercial avails in which it may log a total of 2:00 of commercials. **IF Used Fill** in FillCode column of the NL log template tells Natural Log that this break must be filled to exact length "If-Used", that is, if at least one spot is placed in this break.



Example of Play non-commercial audio cut with DCS / Maestro - Event 0009 shown below

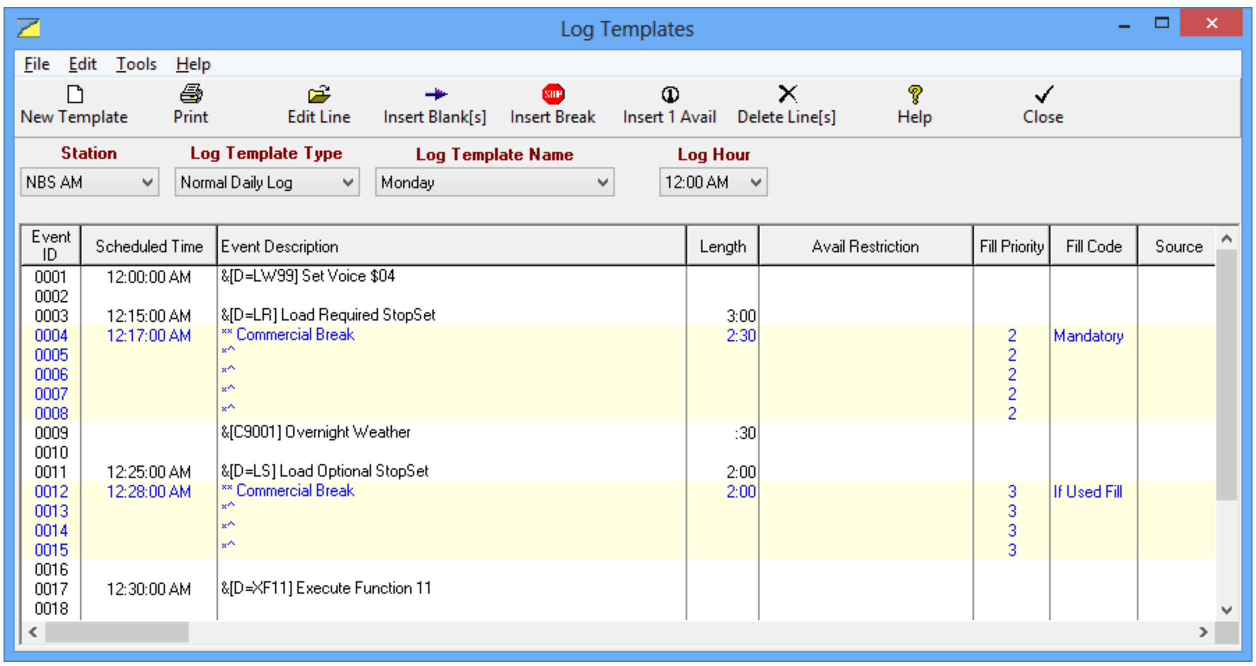
You need to run weather at a certain time each day. If weather is named **9001**, you could make the entry shown below at event 0009 below. This would play 2:30 of commercials followed by the weather. NL only needs the **&[C9001]** and we inserted "Overnight Weather" only to make it easier to read. Do not use this to schedule billable spots. Those are scheduled from Broadcast Orders.

Example of Load Window / Set Voice with DCS/Maestro - Event 0001 shown below

You can do the DCS "Set Voice" function (or any DCS function) by entering the proper codes at the appropriate point on the Natural Log Template setup on shown at event 0001 below. This would set the announce voice to voice 04 at 12:00 AM. Note that the event description must be **&[D=LW99]**, followed by a space, then **Set Voice** followed by a space, then **$** followed immediately by the 2 digit code of the voice to be used. This format must be followed exactly for the DCS system to recognize it. **[D=LW99]** tells the DCS system that this is a voice change directive. **$04** determines which voice ## to use.

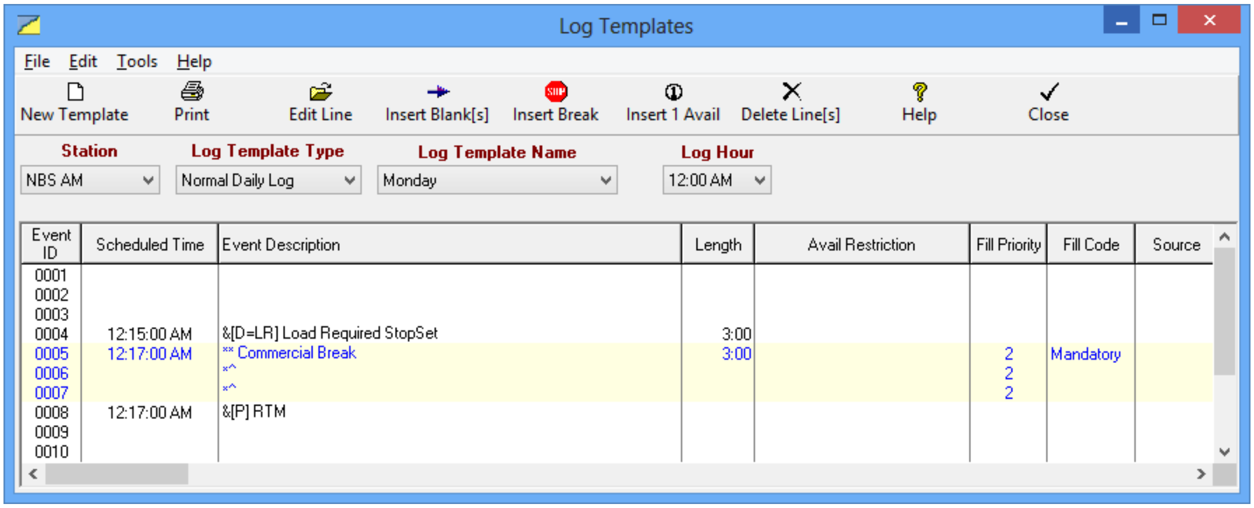
Example of Execute Function with DCS/Maestro - Event 0017 shown below

You can send the DCS Execute Function (or any DCS function) by entering the applicable code at the appropriate point on the Natural Log Template setup. As shown on event 0017 below, **&[D=XF11]** tells the system to execute the function, the `Execute Function 11' text is to make this readable by humans.



Return to Music Markers

Only if you are running a music format [non-satellite based], you will need to place "Return to Music" markers at the end of each commercial break in the Natural Log template. See your DCS/Maestro LogMerge program help for information on the function of the RTM marker. Placement of the RTM marker is done with a program title. Be sure to put a single blank space between the **]** and the **RTM**.


Log Templates
File Edit Tools Help
New Template
Print
Edit Line
Insert Blank[s]
Insert Break
Insert 1 Avail
Delete Line[s]
Help
Close
Station
Log Template Type
Log Template Name
Log Hour
NBS AM
Normal Daily Log
Monday
12:00 AM
Event ID
Scheduled Time
Event Description
Length
Avail Restriction
Fill Priority
Fill Code
Source
0001
0002
0003
0004 12:15:00 AM &[D=LR] Load Required StopSet 3:00
0005 12:17:00 AM ** Commercial Break 3:00 2 Mandatory
0006 *^ 2
0007 *^ 2
0008 12:17:00 AM &[P] RTM
0009
0010

Dalet Automation Log

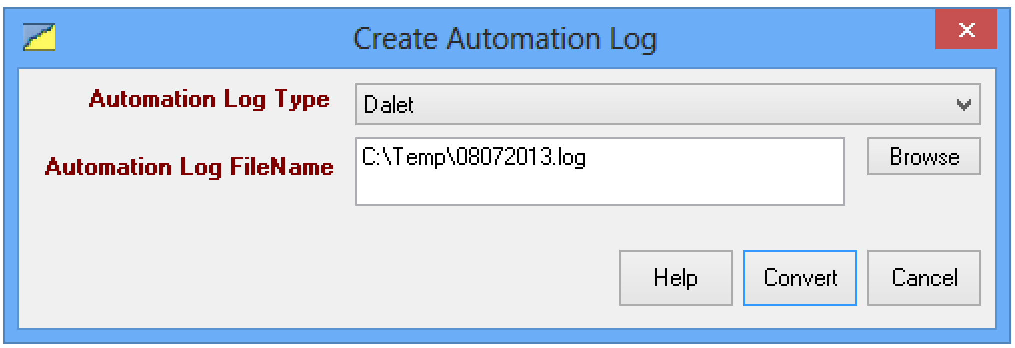
NOTE: Dalet has a user-defined import filter from the automation vendor. Natural Log has 2 export filters for Dalet:

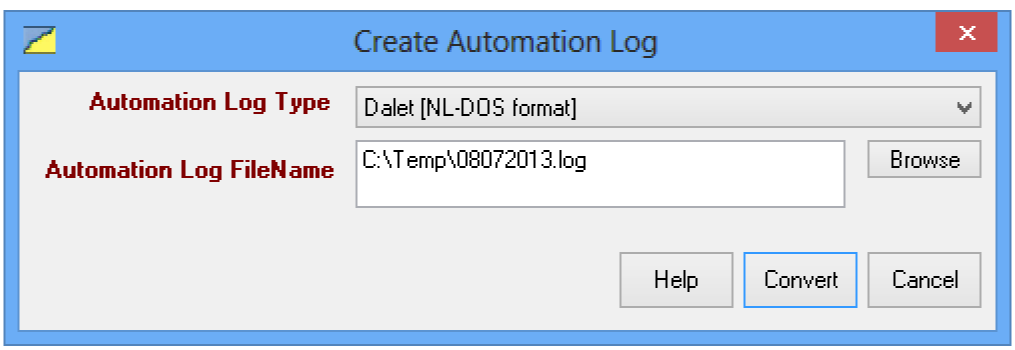
Dalet This can handle up to 20-charcter cut ID's. See Generic Automation Text Log Format for a description of the "generic" automation log output file. Use the **Generic Text [NL-Windows Format]** import filter in Dalet.

Dalet [NL-DOS format] This is limited to 8-character cut ID's. See Generic Automation Text Log Format for a description of the "generic" automation log output file. Use the **Generic Text [NL-DOS format]** import filter in Dalet.

Use the file format information specified above to tell the Dalet importer where the data is located in our output file. With this information, you or the automation vendor should be able to configure the automation reader module to read and import our log file.

At the Natural Log main screen, select **[Logs]**. Select an existing commercial log and then click **[Open]**. In the NL log Editor, click **[Convert-Log] [Automation Log]** to create the Automation Log.





Cut Numbers

The Natural Log **Dalet [NL-DOS format]** export filter can use any cut numbers/names up to 8 digits of numeric and alphanumeric characters.

The Natural Log **Dalet** export filter can use any cut numbers/names up to 20 digits of numeric and alphanumeric characters.

Log Reconciliation is Supported for Dalet

The Natural Log system does reconcile with Dalet's BCR log.

Output & Input Log FileNames

Output (send) log file

mmddyyyy.LOG	mm is month, dd is day, yyyy is year
08072013.LOG	is Send Log 08-07-13 for station1

Input (reconcile) log file

yyyymmdd.BCR	yyyy is year, mm is month, dd is day

Automation Commands

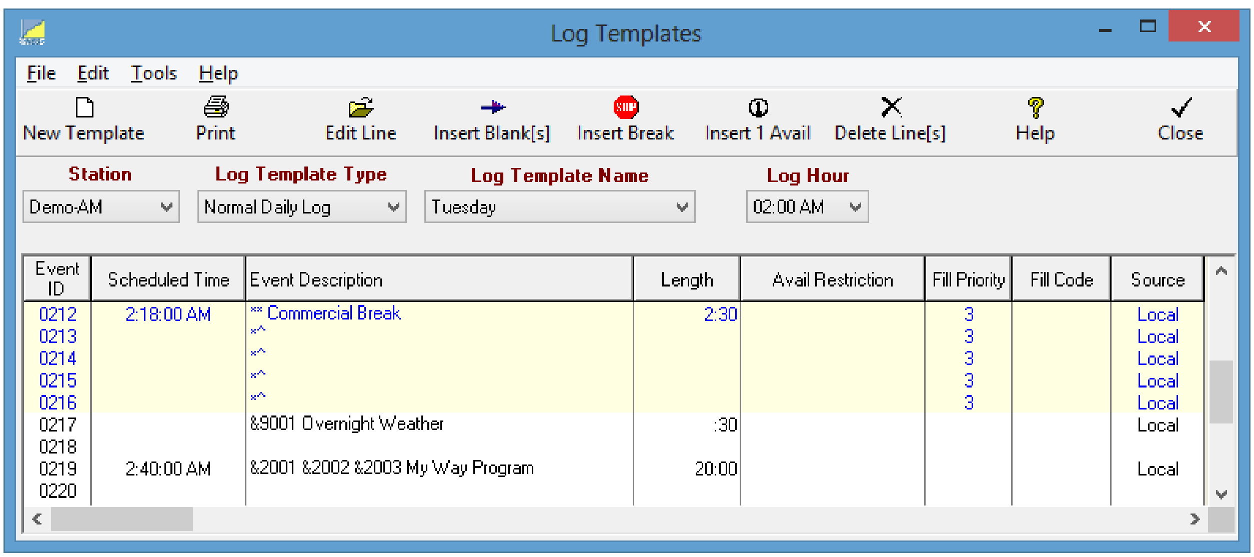
Natural Log can send commands to the automation (such as source switching) On the Natural Log Templates, simply enter **&** and then the command code letter/numbers in the Event description. NL will pick up the command or cut name to play by capturing all characters between **&** and the first space in the event description.

Play Non-Commercial AudioCut Example - Event 0217 shown below

Assume you need to run weather at a certain time each day. If weather is named **0009**, you could make the entry shown below at event 0217 below. This would play 2:30 of commercials followed by the weather. NL only needs **&0009** and we inserted "Overnight Weather" only to make it easier to read. Do not use this to schedule billable spots. Those are scheduled from Broadcast Orders.

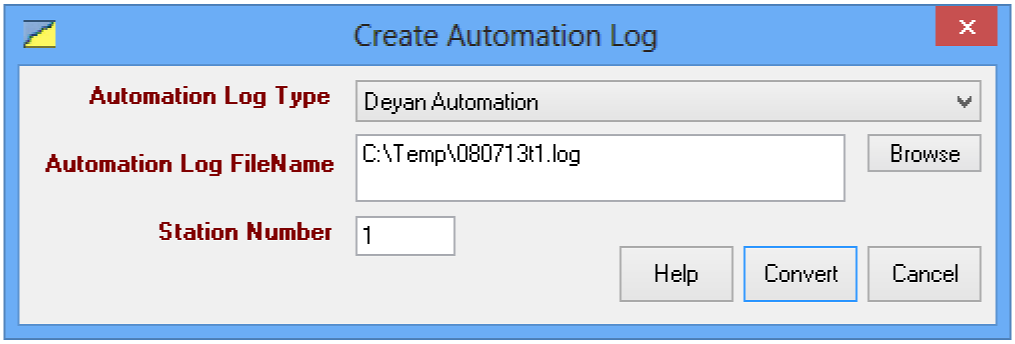
Command Sequence Example - Event 0219 shown below

Assume you may need to run a sequence of cuts or commands at a certain time each day. Assume you want to play a program opener (cut 2001), then play a program (cut 2002), then play a closer (cut 2003). You could enter each item on a separate line, or you could make the entry shown below at event 0219 in the Natural Log Templates. Note that a single space is inserted between each command or cut and 'My Way Program' is an optional description.



Deyan TV Automation

Automation Logs are created in the NL Log Editor. At the Natural Log main screen, select **[Logs]**. Select an existing commercial log and then click **[Open]**. In the NL log Editor, click **[Convert-Log] [Automation Log]** to create the Automation Log. The Natural Log **Generic Text [NL-Windows Format]** is used to send the scheduled log to Deyan. Deyan will need to configure their importer to read this text file. See Generic Automation Text Log Format for a description of the "generic" automation log output file.



STATIONID is an optional number to distinguish this log from other logs for other stations in your Natural Log system. This is optional and may be left blank.

Cut Numbers

All you need to do is enter the cut number for the particular commercial spot into the "CopyID" field (on the NL Order Line entry screen), in the Natural Log system when entering the orders. Make sure the number in NL matches the number in the Deyan System.

Log Reconciliation is Supported for Deyan

You will need to obtain the "As Run" log from the Deyan System.

Output & Input Log FileNames

Output (send) log file

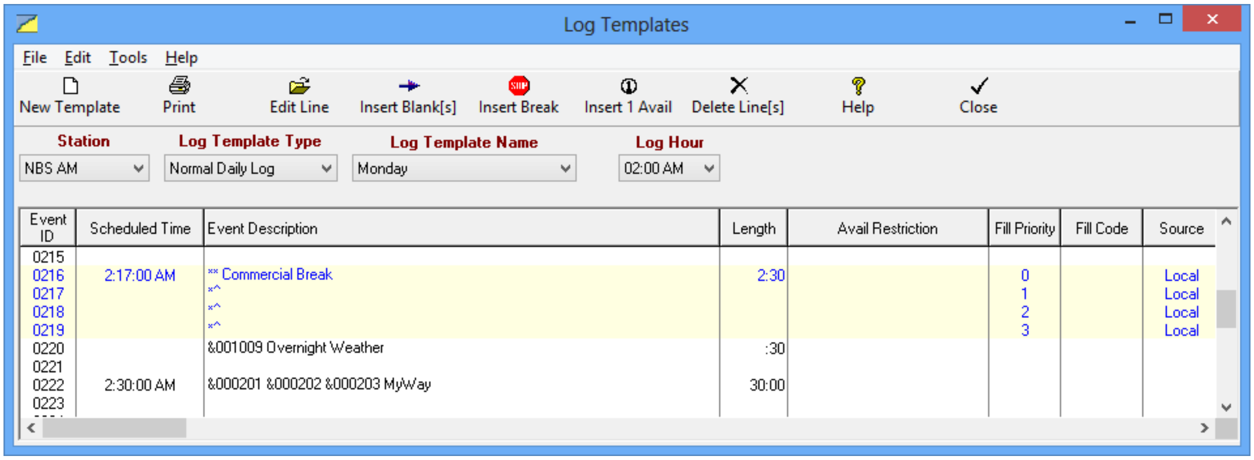
mmddyyT#.LOG	where mm=month, dd=day, yy=year, is optional station #
080713T1.LOG	is commercial send Log 08-07-13

Input (reconcile) log file

As Run mmmdd_yy.txt	where mmm=month, dd=day, yy=year
As Run Aug07_13	is aired log for Aug 07, 201313

Automation Commands

On the Natural Log Templates, simply enter **&** and then the command code letter/numbers in the Event description. NL will pick up the command or cut name to play by capturing all characters between **&** and the first space in the event description.



Play a Non-Commercial Video Cut Example

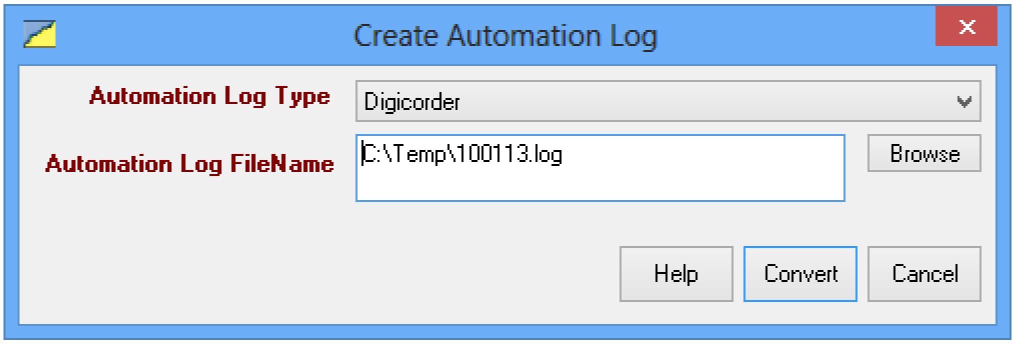
Assume you may need to run weather at a certain time each day. If your weather is named **001009**, you could make the entry shown above at event 0220 in the Natural Log Templates. This would play 2:30 of commercials followed by the weather. Note that the length of the commercial break was reduced by the length of the weather. Once again, the computer only needs the **001009** and we inserted "Overnight Weather"only to make it easier to read for humans. Do not use this to schedule billable spots. Those are scheduled from Broadcast Orders.

Command Sequence Example

You may need to run a sequence of cuts or commands at a certain time each day. Assume you want to play a program opener (cut 000201), then play a program (cut 000202), then play a closer (cut 000203). You could enter each item on a separate line, or you could make the entry shown at event 0223 above in the Natural Log Templates. Note that a single space is inserted between each command or cut and 'MyWay is an optional description.

Digicorder™ Automation

Automation Logs are created in the NL Log Editor. At the Natural Log main screen, select **[Logs]**. Select an existing commercial log and then click **[Open]**. In the NL log Editor, click **[Convert-Log] [Automation Log]** to create the Automation Log.



Digicorder Cut Numbers

All you need to do is enter the cut number for the particular commercial spot into the "CopyID" field (on the NL Order Line entry screen), in the Natural Log system when entering the orders. Make sure the number in NL matches the number in the Digicorder System.

Log Reconciliation is not supported for Digicorder

Output & Input Log FileNames

Output (send) log file

mmddyrT#.LOG	mm is month, dd is day, yr is year # is optional station #
080713.LOG	is Send Log 08-07-13 for station1

Automation Commands

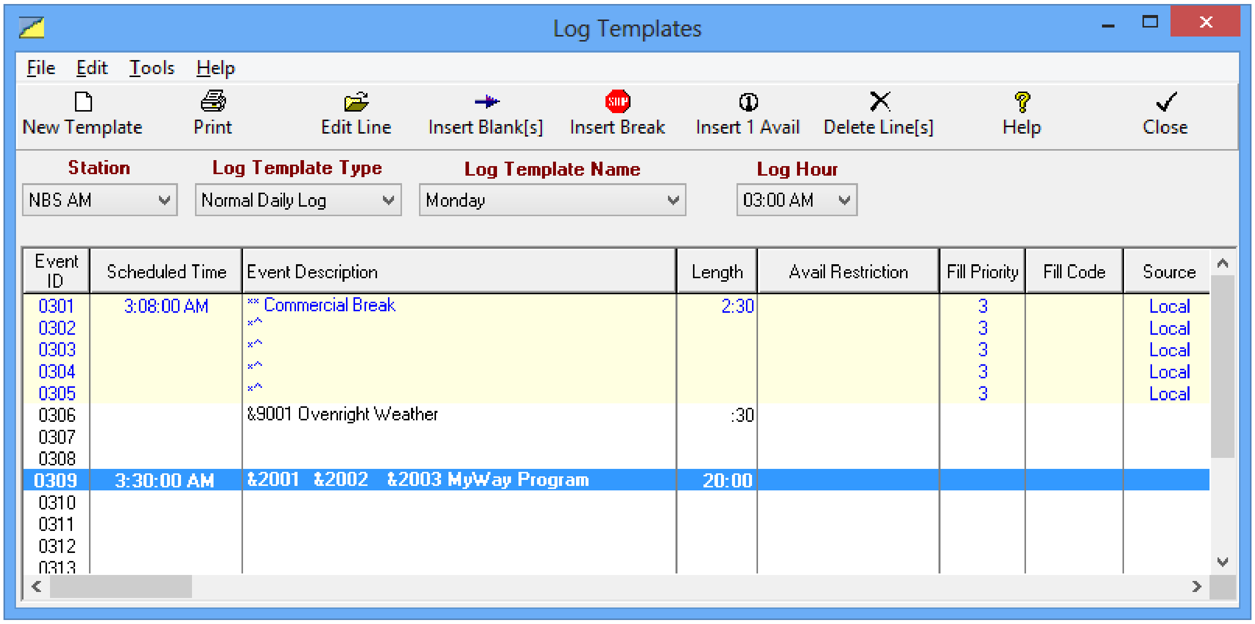
On the Natural Log Templates, simply enter **&** and then the command code letter/numbers in the Event description. NL will pick up the command or cut name to play by capturing all characters between **&** and the first space in the event description.

Play a Non-Commercial Audio Cut Example

Assume you may need to run weather at a certain time each day. If your weather is named **9001**, you could make the entry shown below at event 0306 in the Natural Log Templates. This would play 2:30 of commercials followed by the weather. Note that the length of the commercial break was reduced by the length of the weather. Once again, the computer only needs the **9001** and we inserted "Overnight Weather"only to make it easier to read for humans. Do not use this to schedule billable spots. Those are scheduled from Broadcast Orders.

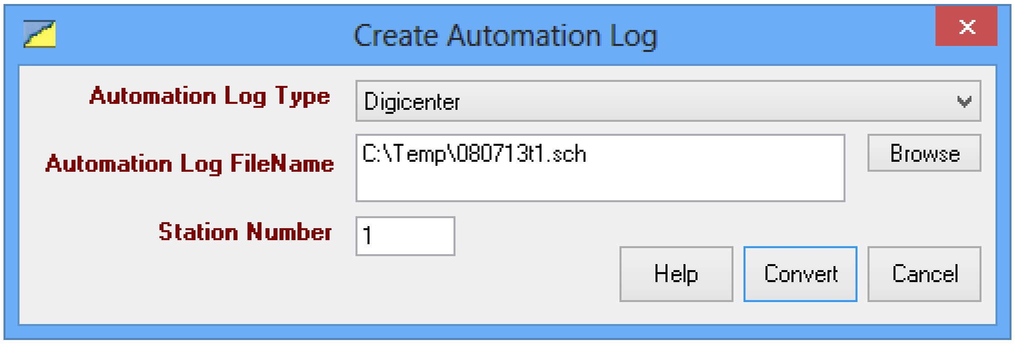
Command Sequence Example

You may need to run a sequence of cuts or commands at a certain time each day. Assume you want to play a program opener (cut 000201), then play a program (cut 000202), then play a closer (cut 000203). You could enter each item on a separate line, or you could make the entry shown at event 0309 below in the Natural Log Templates. Note that a single space is inserted between each command or cut and 'MyWay is an optional description.



ITC DigiCenter ™ Automation

Automation Logs are created in the NL Log Editor. At the Natural Log main screen, select **[Logs]**. Select an existing commercial log and then click **[Open]**. In the NL log Editor, click **[Convert-Log] [Automation Log]** to create the Automation Log.



DigiCenter Cut Numbers

The Digicenter can use any cut alphanumeric cut numbers/names up to 8 characters. All you need to do is enter the Digicenter cut number for the particular commercial spot into the "CopyID" field (on the Order Line entry screen) in the Natural Log system when entering the orders. Make sure the number in NL matches the number in Digicenter.

Log Reconciliation is supported for DigiCenter

The Natural Log does read exact run times from the Digicenter Log Reconciliation File. Copy this file onto a floppy disc or to a folder on your LAN, and use the **[Convert-Log] [Reconcile Schedule-Log with Play-Log]** function in the **Log Editor** section of Natural Log, with the day's log loaded into the NL Log Editor. You will need to use the [Browse] button to point NL to the Play-Log. Natural Log will read the run times and print a discrepancy report.

Output & Input Log FileNames

Output (send) log file

yrmmddT#.SCH	yr=year, mm=month, dd=day, #=station
130807T#.SCH	is Send Log for 08-07-13 station 1

Input (reconcile) log file

yrmmddT#.LOG	yr=year, mm-month, dd=day, #=station
130807T1.LOG	is Play Log for 08-07-13 station 1

DigiCenter Commands

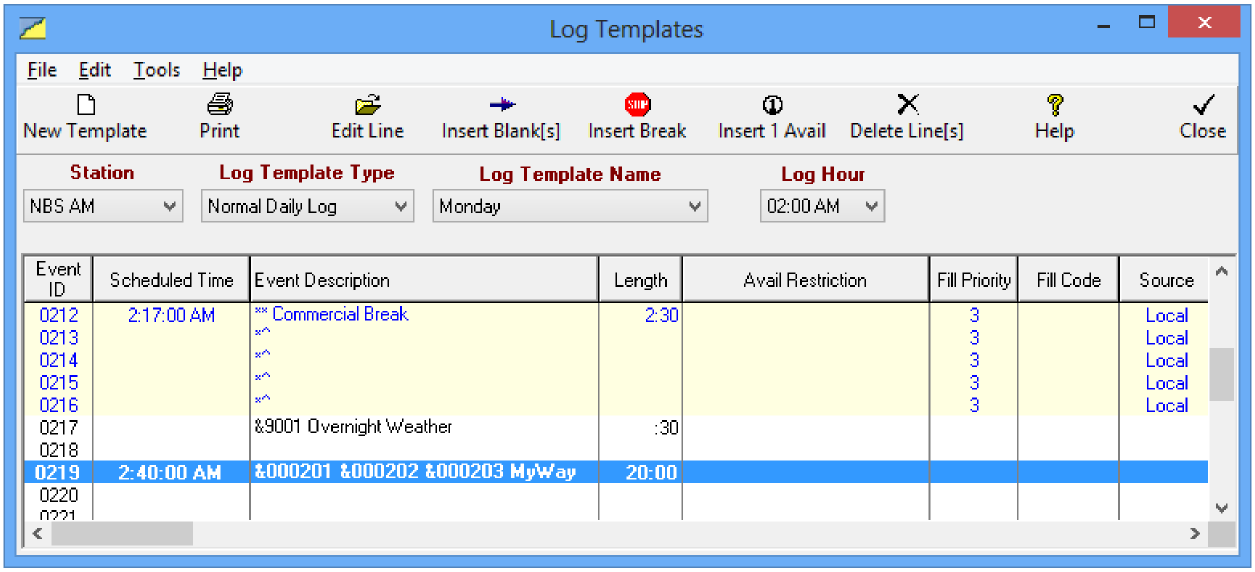
Automation Commands can be sent to the Digicenter (such as source switching) from the Natural Log system. On the Natural Log Templates, simply enter **&** and then the command code letter/numbers in the Event Description. NL will pick up the command or cut name to play by capturing all characters between **&** and the first space in the event description.

Play Non-Commercial AudioCut Example - Event 0217 shown below

Assume you need to run weather at a certain time each day. If weather is named **0009**, you could make the entry shown below at event 0217 below. This would play 2:30 of commercials followed by the weather. NL only needs **&0009** and we inserted "Overnight Weather" only to make it easier to read. Do not use this to schedule billable spots. Those are scheduled from Broadcast Orders.

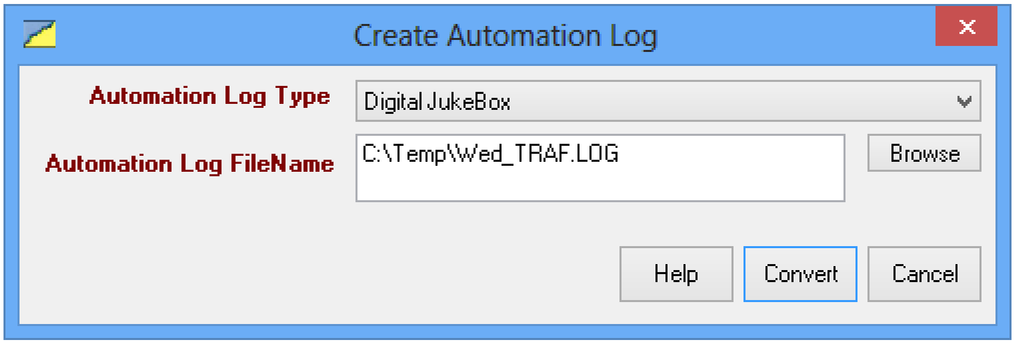
Command Sequence Example - Event 0219 shown below

Assume you may need to run a sequence of cuts or commands at a certain time each day. Assume you want to play a program opener (cut 2001), then play a program (cut 2002), then play a closer (cut 2003). You could enter each item on a separate line, or you could make the entry shown below at event 0219 in the Natural Log Templates. Note that a single space is inserted between each command or cut and 'My Way Program' is an optional description.



Digital JukeBox™ Automation

Automation Logs are created in the NL Log Editor. At the Natural Log main screen, select **[Logs]**. Select an existing commercial log and then click **[Open]**. In the NL log Editor, click **[Convert-Log] [Automation Log]** to create the Automation Log.



Digital JukeBox Cut Numbers

The Digital JukeBox system uses 4 digit cart numbers from 1 to 9999 which can be entered directly into Natural Log orders. All you need to do is enter the Digital JukeBox cut number (1 to 9999) for the particular commercial spot into the "CopyID" field in the Natural Log system when entering the order lines. Make sure the number in NL exactly matches the number in the Digital JukeBox (including leading 0's if used).

Log Reconciliation is supported for Digital JukeBox

You must obtain the Digital JukeBox "history file" for Natural Log to read the exact spot run times. Copy the play log file for the selected single date onto a floppy disc or to a folder on your LAN, and use the **[Convert-Log] [Reconcile Schedule-Log with Play-Log]** function in the **Log Editor** section of Natural Log, with the day's log loaded into the NL Log Editor. You will need to use the [Browse] button to point NL to the Play-Log. Natural Log will read the run times and print a discrepancy report.

Output & Input Log FileNames

Output (send) log file

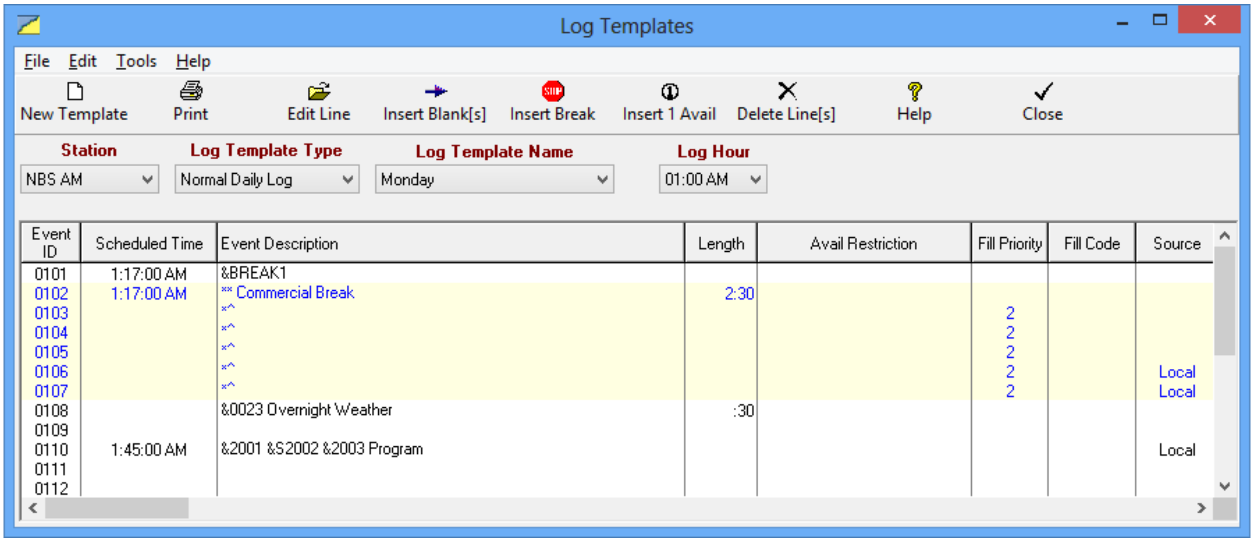
ddd_TRAF.LOG	ddd=Day of week (MON, TUE, WED...)
MON_TRAF.LOG	is Send Log (spots) for Monday

Input (reconcile log file

Zmmddyy.HIS	where mm=Month, dd=Day, yy=Year
Z080713.HIS	is Digital JukeBox history file for Aug 07, 2013

Digital JukeBox Break Numbers

The Digital JukeBox works with individual breaks numbered beginning with **BREAK1** in each hour, in which you can insert spots. Natural Log allows you to set up only those breaks you want to use in the Natural Log Templates. You need a way to identify the Digital JukeBox "Break numbers" into which the spots are to be inserted when the log conversion is done. Therefore, immediately before each "Commercial Break" on the Natural Log Template, you need to give it a Digital JukeBox "Break number". Within each hour you can have breaks numbered from 1 to 10. See event 0101 below. The break number must precede every break in the NL log templates.



Digital JukeBox Commands

Commands can be sent to the automation (such as source switching if available in the automation). On the Natural Log Templates, simply enter **&** and then the command code letter/numbers in the Event Description. **When used with &, you may enter any combination of letters and numbers UNLESS Digital JukeBox has a restriction.** NL will pick up the command or cut name/number to play by capturing all characters between **&** and the first space in the Event Description.

Play Non-Commercial AudioCut Example - Event 0108 shown above

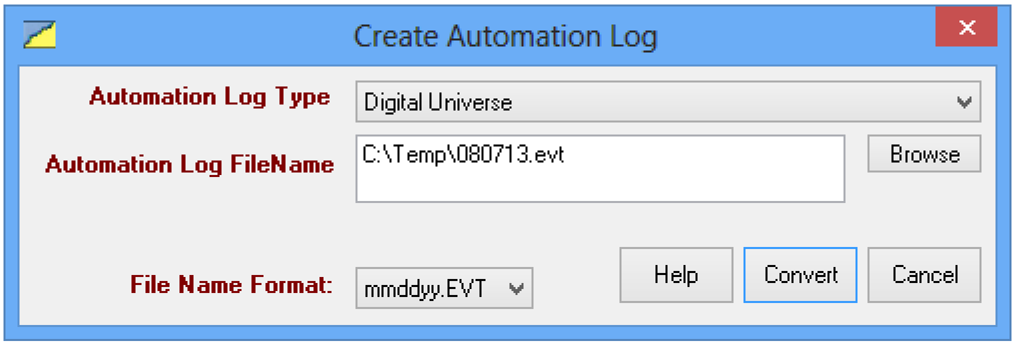
You need to run weather at a certain time each day. If weather is named **0023**, you could make the entry shown at event 0108 above. This would play 2:30 of commercials followed by the weather. NL only needs **&0023** and we inserted "Overnight Weather" only to make it easier to read. Do not use this to schedule billable spots. Those are scheduled from Broadcast Orders.

Command Sequence Example - Event 0110 shown above

You may need to run a sequence of cuts or commands at a certain time each day. Assume you want to play a program opener (cut 2001), then play a program (cut 2002), then play a closer (cut 2003). You could enter each item on a separate line, or you could make the entry shown above at event 0110 in the Natural Log Templates. Note that a single space is inserted between each command or cut and 'Program' is an optional description.

Digital Universe™ Automation

Automation Logs are created in the NL Log Editor. At the Natural Log main screen, select **[Logs]**. Select an existing commercial log and then click **[Open]**. In the NL log Editor, click **[Convert-Log] [Automation Log]** to create the Automation Log. **NOTE:** Digital Universe has its own "reader" module which reads a "CBSI-Type" ASCII file containing the commercial log



Digital Universe Cut Numbers

The DU system uses audio cut numbers from 1 to 9999 which complies with the CopyID limits in NL. Enter the Digital Universe cut number (including any leading 0's) into the NL "CopyID" field during order line entry.

Log Reconciliation is supported for Digital Universe.

You must obtain the Digital Universe "Air Log for CBSI" for Natural Log to read the exact spot run times. Copy the Air Log file for the selected single date onto a floppy disc or to a folder on your LAN, and use the **[Convert-Log] [Reconcile Schedule-Log with Play-Log]** function in the **Log Editor** section of Natural Log, with the day's log loaded into the NL Log Editor. You will need to use the [Browse] button to point NL to the Air Log. Natural Log will read the run times and print a discrepancy report.

Output & Input Log FileNames

Output (send) log file:

mmddyy.evt	where mm=month, dd=day, yy=year
080713.evt	is the Log for 08-07-13
or	
ddd.evt	where ddd is 3 letter day of week
WED.evt	is the log for Wednesday

Reconcile (read log file:

ssyymmdd.###	where ss=station#, yy=year, mm=month, dd=day
02130807.201	08-07-13 for station 2 from computer201

Digital Universe Break Markers

The Digital Universe log import/merge program needs a marker to know where each new break begins. This is done in the NL log formats as follows and is mandatory. Assume you want to have a break at :17 after and :28 after the hour. You would make this entry in the Natural Log Templates.

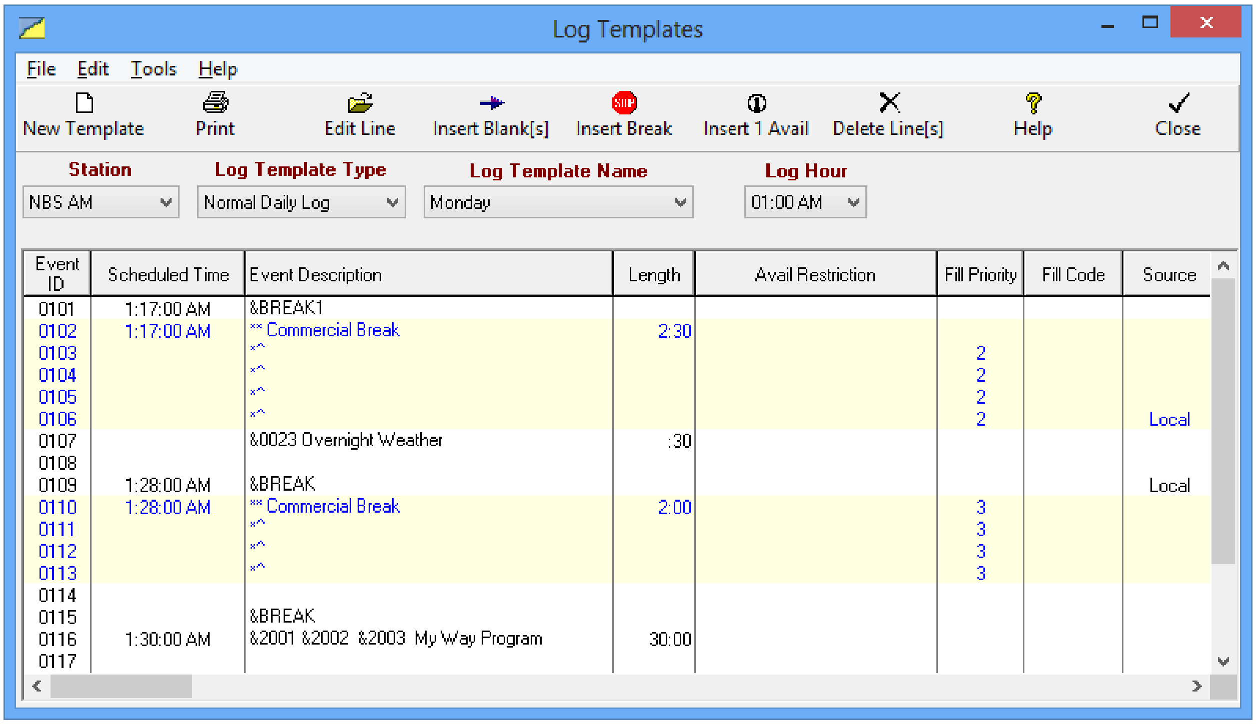
Digital Universe Commands

Play Non-Commercial AudioCut Example - Event 0107 shown below

You need to run weather at a certain time each day. If weather is named **0023**, you could make the entry shown below at event 0107 below. This would play 2:30 of commercials followed by the weather. NL only needs **&0023** and we inserted "Overnight Weather" only to make it easier to read. Do not use this to schedule billable spots. Those are scheduled from Broadcast Orders.

Command Sequence Example - Event 0116 shown below

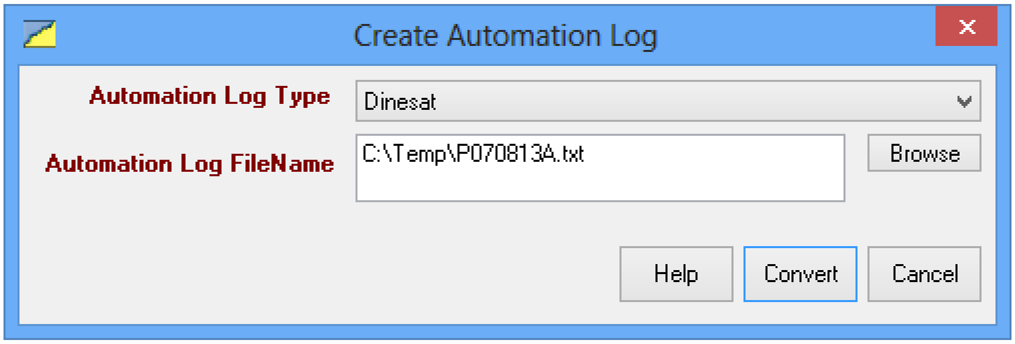
You may need to run a sequence of cuts or commands at a certain time each day. Assume you want to play a program opener (cut 2001), then play a program (cut 2002), then play a closer (cut 2003). You could enter each item on a separate line, or you could make the entry shown below at event 0116 in the Natural Log Templates. Note that a single space is inserted between each command or cut and 'My Way Program' is an optional description.



Note: **&BREAK** must occur on the line immediately before each commercial break to indicate to Digital Universe that a new break starts there.

Dinesat Automation Log

Automation Logs are created in the NL Log Editor. At the Natural Log main screen, select **[Logs]**. Select an existing commercial log and then click **[Open]**. In the NL log Editor, click **[Convert-Log] [Automation Log]** to create the Automation Log.



Cut Numbers

All you need to do is enter the cut number for the particular commercial spot into the "CopyID" field (on the NL Order Line entry screen), in the Natural Log system when entering the orders. Make sure the number in NL matches the number in the Dinesat System.

Log Reconciliation is not Supported for Dinesat

Output & Input Log FileNames

Output (send) log file

P[DD][MM][YY][L].TXT where [DD]=day, [MM]=month,
[YY]=year,
[L]: A=commercials B=Music

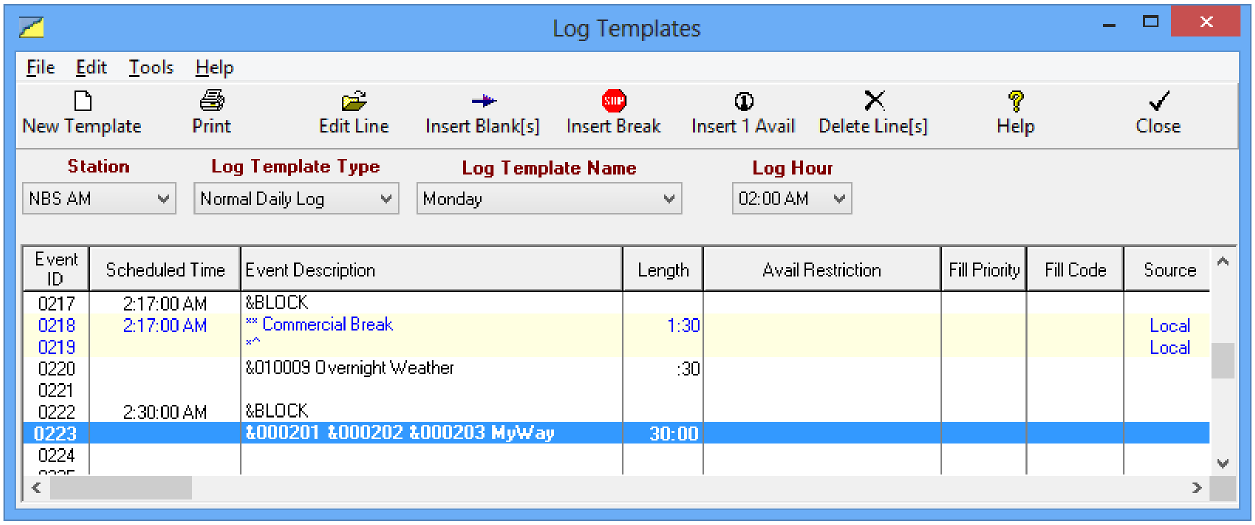
P070813A.TXT is commercial send Log 080713

Automation Commands

On the Natural Log Templates, simply enter **&** and then the command code letter/numbers in the Event description. NL will pick up the command or cut name to play by capturing all characters between **&** and the first space in the event description.

BLOCK markers

Dinesat loads audio items into "BLOCKS" which have to be defined in Natural Log templates as shown on events 0217 and 0222 below. Just insert the **&** followed by **BLOCK**. Be sure to enter the time to match the BLOCK time in Dinesat into which the following audio items should be loaded. Every Dinesat BLOCK must be defined by its start time in the scheduled time column.



Play a Non-Commercial Audio Cut Example

Assume you may need to run weather at a certain time each day. If your weather is named **001009**, you could make the entry shown above at event 0220 in the Natural Log Templates. This would play 1:30 of commercials followed by the weather. Note that the length of the commercial break on the ** Commercial Break event length does not include length of the hard-coded weather. Once again, the computer only needs the **001009** and we inserted "Overnight Weather"only to make it easier to read for humans. Do not use this to schedule billable spots. Those are scheduled from Broadcast Orders.

Command Sequence Example

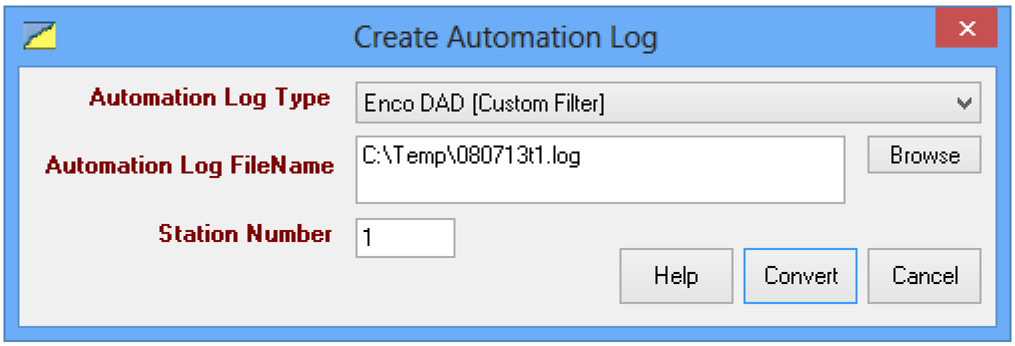
You may need to run a sequence of cuts or commands at a certain time each day. Assume you want to play a program opener (cut 000201), then play a program (cut 000202), then play a closer (cut 000203). You could enter each item on a separate line, or you could make the entry shown at event 0223 above in the Natural Log Templates. Note that a single space is inserted between each command or cut and 'MyWay is an optional description.

Enco DAD™ [Custom Filter] Automation

NOTE1: The Enco DAD system has its own "filter/merger" module which reads an ASCII file containing the commercial log into the Enco system. This import filter must be purchased from Enco. The Log sent by NL to Enco's filter/merger uses a version of the 'Generic Text [NL-DOS format]' log output file. See Enco DAD Automation Log Format for a description of the file. Use this File Format to have Enco personnel configure their filter module to read this file. Alternatively, you may send one of the automation log files to Enco so they configure the reader.

NOTE2: Users of Enco DADPro32 released after January 2003 can use the built-in Enco DADPro32 ASCII Flat File importer and not have to buy an Enco Custom Filter.

Automation Logs are created in the NL Log Editor. At the Natural Log main screen, select **[Logs]**. Select an existing commercial log and then click **[Open]**. In the NL log Editor, click **[Convert-Log] [Automation Log]** to create the Automation Log.



Enco DAD Cut Numbers

The Enco DAD system uses 1 to 5 digit cut numbers from 1 to 99999 which can be entered directly into Natural Log orders. All you need to do is enter the Enco DAD cut number for the particular commercial spot into the "CopyID" field in the Natural Log system when entering the order lines. Make sure the number in NL exactly matches the number in the Enco DAD (including leading 0's if used).

Log Reconciliation is supported for Enco DAD [Custom Filter].

You must obtain the Enco DAD PlayLog for Natural Log to read the exact spot run times. Copy the play log file for the selected single date onto a floppy disc or to a folder on your LAN, and use the **[Convert-Log] [Reconcile Schedule-Log with Play-Log]** function in the **Log Editor** section of Natural Log, with the day's log loaded into the NL Log Editor. You will need to use the [Browse] button to point NL to the Play-Log. Natural Log will read the run times and print a discrepancy report.

Output & Input Log FileNames

Output (send) log file

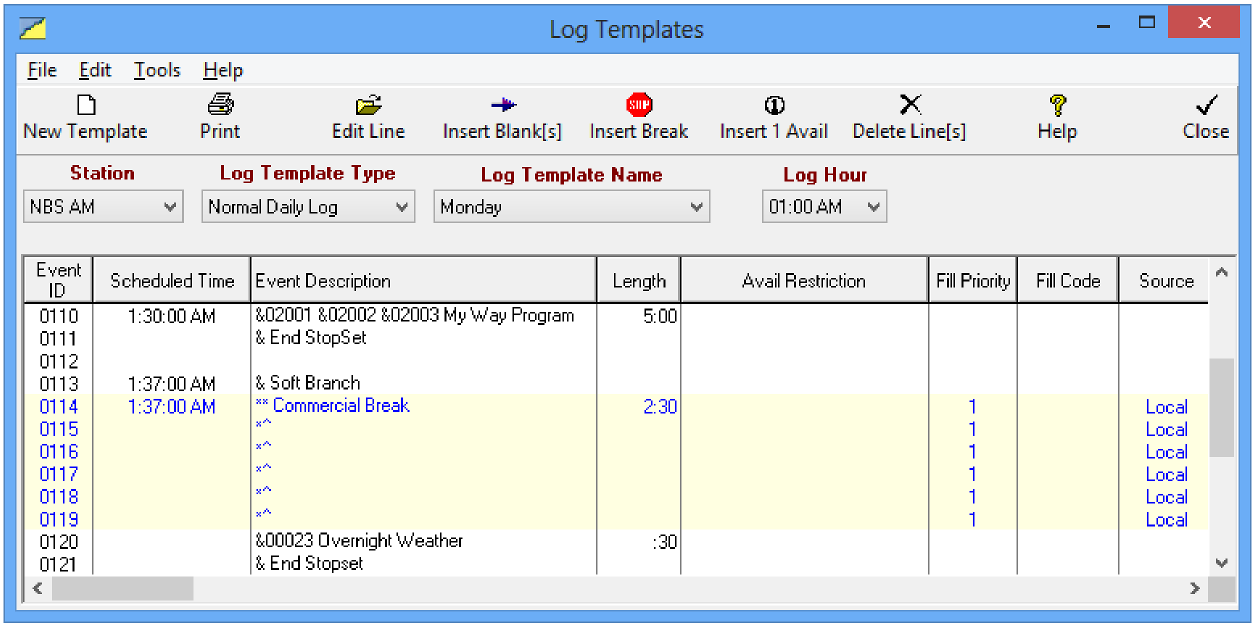
mmddyrT#.LOG	mm is month, dd is day, yr is year
080713T1.LOG	is Send Log 08-07-13 for station1

Input (reconcile) log file

OAmmddyr.DBF	mm is month, dd is day, yr is year
OA080713T1.DBF	is Read Log for 08-07-13

End of Stopset Markers Required

Every stopset in NL must have an **End Stopset** marker for proper importing into the Enco System and merging with a music log. In the event description column of the NL log template, place an **&** followed by a single space then the word END, another space, and the word STOPSET. This must appear last in each commercial break in Natural Log Templates as shown in event 0121 shown below.



Enco DAD [Custom Filter] Automation Commands

Commands can be sent to the automation (such as to execute a command or play an audio cut) from the Natural Log system. On the Natural Log Templates, simply enter **&** and then the command text letter/numbers in the Event Description column.

Play Non-Commercial AudioCut Example - Event 0120 shown above

You need to run weather at a certain time each day. If weather is named **00023**, you could make the entry shown below at event 0120 above. This would play 2:30 of commercials followed by the weather. NL only needs **&00023** and we inserted "Overnight Weather" only to make it easier to read. Do not use this to schedule billable spots. Those are scheduled from Broadcast Orders.

Cut Sequence Example - Event 0110 shown above

You may need to run a sequence of cuts or commands at a certain time each day. Assume you want to play a program opener (cut 02001), then play a program (cut 02002), then play a closer (cut 02003). You could enter each item on a separate line, or you could make the entry shown above at event 0110 in the Natural Log Templates. Note that a single space is inserted between each command or cut and 'MyWay Program' is an optional description.

Command Example - Event 0113 shown above

Assume you want to do a "Soft Branch". This can be entered in NL log templates as shown on event 0113 above. For all Enco commands, just enter **&** followed by a space, then the command text.

Telling Enco DAD [Custom Filter] How to Start an Event

The Enco DAD system uses start codes to indicate how an event is to start. These start codes are:

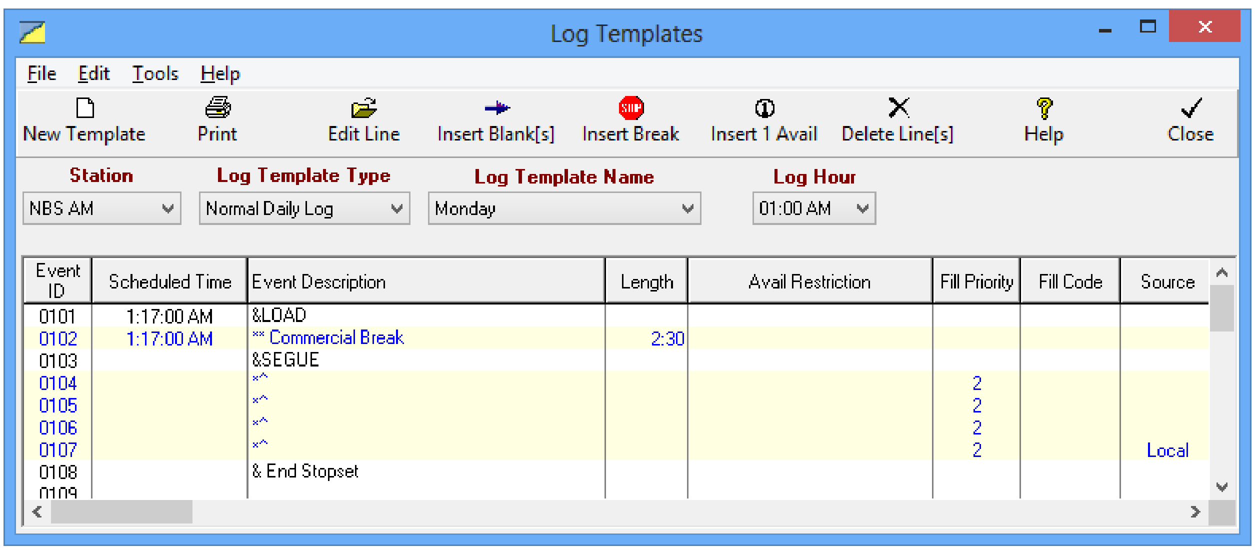
In Enco	NL Log template Event Description
❑ SEGUE	&Segue
❑ AUTOLOAD	&Load
❑ AUTOPLAY	&AutoPlay
❑ NORMAL	&Normal

(See the Enco DAD manual for descriptions). The codes are set in the Natural Log Template Event Description column as &SEGUE, &LOAD, &AUTOPLAY, and &NORMAL. <u>The default start code assumed by Natural Log is **Segue** in the absence of any other code entry.</u>

Once the start code is set, Natural Log continues to send the start code on all subsequent events until enter another start code in the NL Log Templates.

Manual Start Example - Events 0101 and 0103 shown below

You need to load a spot break but wait for a live announcer to start it. This will LOAD the first spot and wait for the announcer (or satellite network) to start it. Because the &SEGUE is after the first spot in the break, it will then segue through the break until it hits the End StopSet marker.



Enco DAD™ [Custom Filter] Automation Log File Format

NOTE: The Enco DAD system has its own "filter/merger" module which reads an ASCII file containing the commercial log into the Enco system. <u>This import filter must be purchased from Enco</u>. The Log sent by NL to Enco's filter/merger uses a version of the 'Generic Text [NL-DOS format]' log output file as described below. Use this File Format to have Enco personnel configure their filter module to read this file. Alternatively, you may send one of the automation log files to Enco so they configure the reader.

Please call Natural Software with any questions about this file format. The file is straight ASCII with no page breaks, no formfeeds, no headers, and no graphics. Each line is 78 characters log **plus** a Carriage Return/Line Feed (total 80 characters per record).

The file name is: **mmddyrT#.LOG**

where:
mm = Month ## (08 for Aug)
dd = Day ## (07 for the seventh)
yr = Year ## (13 for 2013)
T = traffic schedule (M is for Music schedule)
# = NL station number

Example: 050195T1.LOG is Traffic log for 05-01-95 for station 1.

COLUMN	LENGTH	FIELD IDENTIFICATION
1	3	Scheduled Hour (##:)
4	3	Scheduled Minute (##:)
7	2	Scheduled Second (##)
10	8	Cart number (filename to play, left justified)
19	1	Start Code (**<u>S</u>**egue, **<u>L</u>**oad, **<u>A</u>**utoplay, **<u>N</u>**ormal)
20	24	Event description (sponsor name,etc)
45	4	Length in seconds (#### left padded zeroes)
50	3	Played Hour (##:)
53	3	Played Minute (##:)
56	2	Played Second (##)
59	16	Reserved
75	4	Natural Log event pointer for reconciliation
79	2	Carriage Return / Line Feed

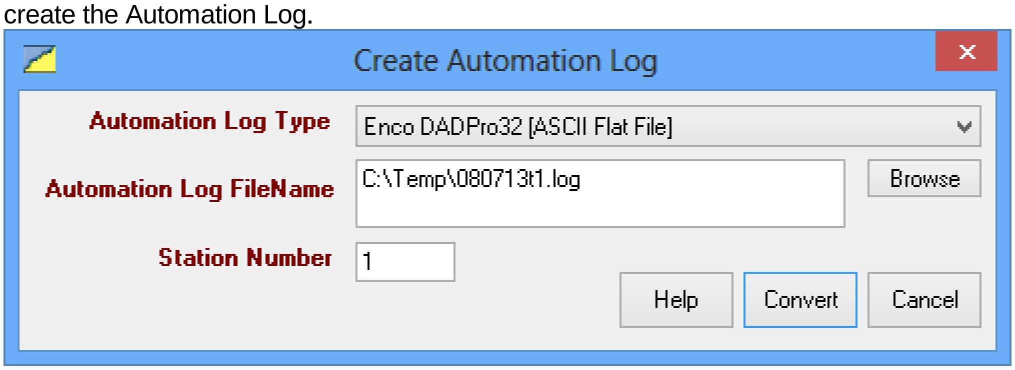
Note: The fields labeled Played-Hour, Played-Minute, and Played-Second are left blank by Natural Log, but may be used by automation to return actual run times to Natural Log.

Interfacing to Enco DADPro32™ Automation Using Enco's built-in ASCII Flat File

Users of Enco DADPro32 released after January 2003 have the ability to import an "ASCII Flat File" from Natural Log that does not require the purchase of a custom filter from Enco. NL creates a text file that can be imported using Enco's "ASCII Flat File" import as described in section 5.16 of the Enco DADPro32 manual

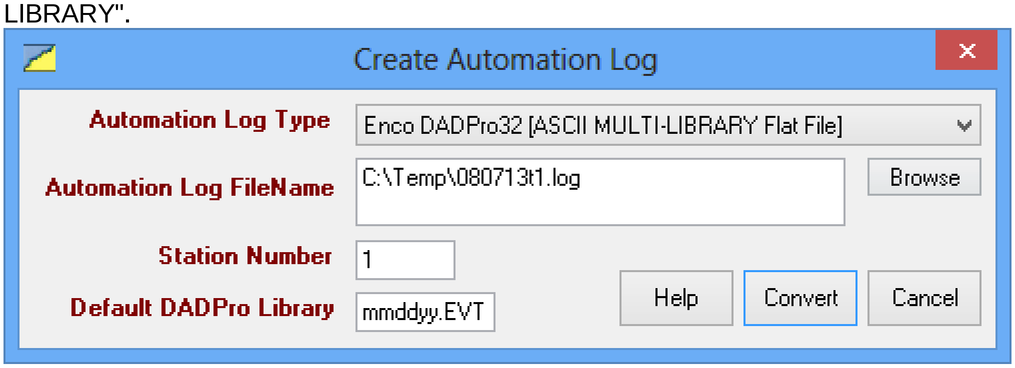
Users of older versions of EncoDAD must buy the custom filter from Enco and see Interfacing to Enco:DAD Automation Using Custom Filter.

Automation Logs are created in the NL Log Editor. At the Natural Log main screen, select **[Logs]**. Select an existing commercial log and then click **[Open]**. In the NL log Editor, click **[Convert-Log] [Automation Log]** to create the Automation Log.



Enco DADPro32 Multi-Library

Effective with version 8.0.198 of Natural Log, the **"Multi-Library" version of Enco DADPro32** is supported. There is a completely separate output log from Natural Log for this purpose labeled as "Enco DAD MULTI-LIBRARY".



Enco DADPro32 Cut Numbers

The Enco DADPro32 system uses 1 to 5 digit cut numbers from 1 to 99999 which can be entered directly into Natural Log orders. All you need to do is enter the Enco DADPro32 cut number for the particular commercial spot into the "CopyID" field in the Natural Log system when entering the order lines. Make sure the number in NL exactly matches the number in the Enco DADPro32 (including leading 0's if used).

Note for users of EncoDADPro32 "Multi-Library" ONLY: For audio cuts scheduled from Natural Log you need to specify the "Library Location and Name" for each cut. You do this by entering the NL "CopyID" as Location:Name-#####. For example if the cut comes from the cut library on drive "E:" named "CUTS" you'd

enter "E:CUTS-" followed by the 5-digit cut number. This only applies if you are using "Multiple-Libraries" in Enco DADPro.

Log Reconciliation is supported for Enco DADPro32.

You must obtain the Enco DADPro32 PlayLog for Natural Log to read the exact spot run times. Copy the play log file for the selected single date onto a floppy disc or to a folder on your LAN, and use the **[Convert-Log] [Reconcile Schedule-Log with Play-Log]** function in the **Log Editor** section of Natural Log, with the day's log loaded into the NL Log Editor. You will need to use the [Browse] button to point NL to the Play-Log. Natural Log will read the run times and print a discrepancy report.

Output & Input Log FileNames

Output (send) log file

mmddyrT#.LOG	mm is month, dd is day, yr is year
080713T1.LOG	is Send Log 08-07-13 for station1

Input (reconcile) log file

OAmmddyr.DBF	mm is month, dd is day, yr is year
OA080713T1.DBF	is Read Log for 08-07-13

Telling Enco DAD Pro32 How to Start an Event

The Enco DAD system uses start codes to indicate how an event is to start. These start codes are:

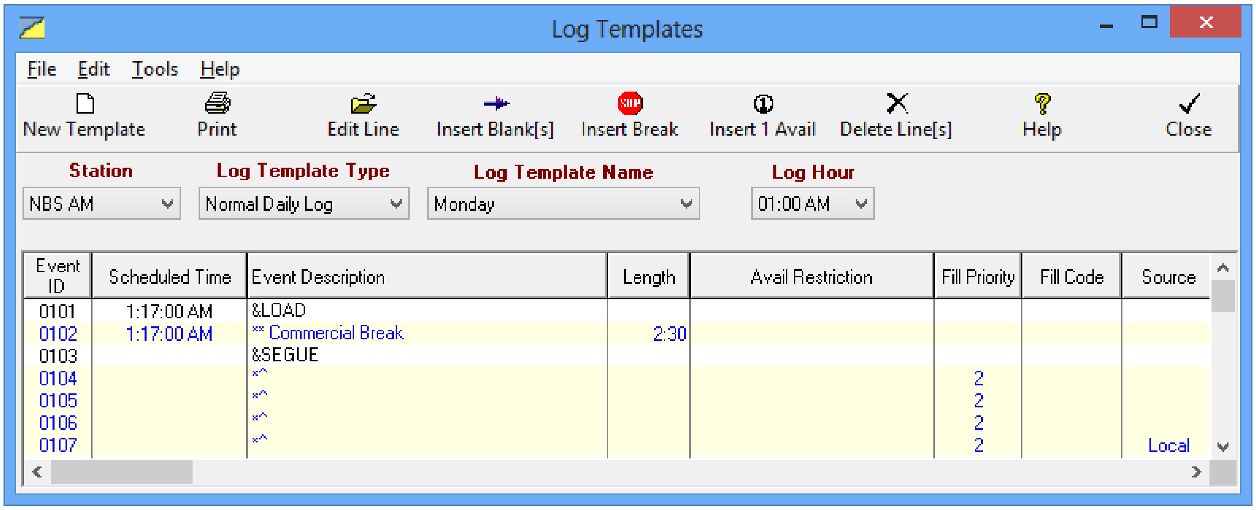
In Enco	NL Log template Event Description
❑ SEGUE	&Segue
❑ AUTOLOAD	&Load
❑ AUTOPLAY	&AutoPlay
❑ NORMAL	&Normal

(See the Enco DAD manual for descriptions). The codes are set in the Natural Log Template Event Description column as &SEGUE, &LOAD, &AUTOPLAY, and &NORMAL. The default start code assumed by Natural Log is **Segue** in the absence of any other code entry.

Once the start code is set, Natural Log continues to send the start code on all subsequent events until enter another start code in the NL Log Templates.

Enco DAD Pro32 Manual Start Example - Events 0101 and 0103 shown below

You need to load a spot break but wait for a live announcer to start it. This will LOAD the first spot and wait for the announcer (or satellite network) to start it. Because the &SEGUE is after the first spot in the break, it will then segue through the break.



Special Enco DADPro32 Commands

Sometimes you may need to send other commands to DADPro32. This is accomplished using the "Event Description" column of the NL Log Templates. These items are defined in the Enco DADPro32 manual so they are not redefined here. Be must put one space between the right bracket**]** and the required text description.

Transition Codes:

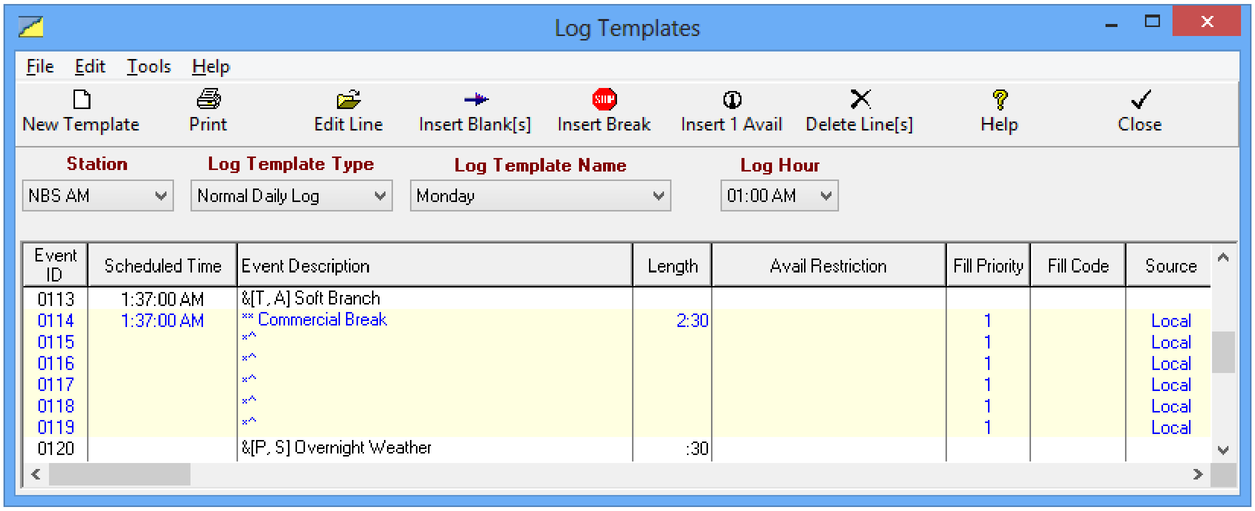
S = Segue **A** = AutoPlay **L** = AutoLoad **N** = Normal

Enco Command	Permitted Transition Codes	NL Event Description replace ~ with Transition Code	
Hard Branch	A or L	&[T,~]	Hard Branch
Hard Branch Fwd	A or L	&[T,~]	Hard Branch Fwd Only
Soft Branch	A or L	&[T,~]	Soft Branch
Soft Branch Fwd	A or L	&[T,~]	Soft Branch Fwd Only
Backtime Branch Start	A	&[T,~]	Btime Branch Start
Backtime Branch End	A	&[T,~]	Btime Branch End
Chain	A, L or S	&[H,~]	Name of Playlist
SmartChain + 1 Day	A, L or S	&[H,~]+1	SmartChain Playlist name
SmartChain + 2 Days	A, L or S	&[H,~]+2	SmartChain Playlist name
Execute Event	A or L	&[E,~]	DCL Command
Delay Event	A or L	&[D,~]	#### seconds
Rotate Event	A, L or S	&[R,~]	Auxiliary PlayList Name
Playlist Event	A, L or S	&[L,~]	PlayList Name
TAMS Event	A, L or S	&[A,~]	TAMS Style
Timed Event	A or L	&[T,~]	Timed Event
Backtime Marker		&[B]	Backtime Marker
AutoFill Start Event Length		&[F]	AutoFill Start #### seconds
AutoFill Start Event to Time		&[F]	AutoFill Start TARGET
AutoFill End Event		&[F]	AutoFill End
Comment		&[C]	Any comment text up to 35 characters

To play a specific audio cut put the cut number in place of ##### below. You may optionally put a single space after the cut number and then a description of the event to make it easier to read the NL Log Templates. Do not use this to schedule billable spots. Those are scheduled from Broadcast Orders.

NOTE EncoDADPro32 "Multi-Library" option ONLY: You must enter cuts as Drive:LibraryName-####. Example if cut ##### is played from the CUTS library on Drive E enter it as E:CUTS-#####

Command	Transition Code	Log Template Event Description replace ~ with Transition Code
Play Audio	A, L, S or N	&[P,~] ##### Description



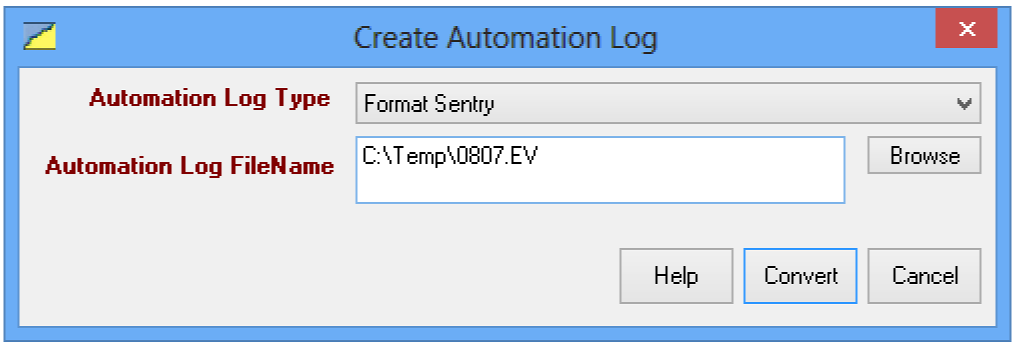
EZ-Broadcaster™ & EZ-2000™ Automation

See Spartamation™ Automation

Format Sentry Automation

NL converts to the native Format Sentry EV file format. In this event file here are 2400 slots, 100 per hour, exactly the same as NL has in each hour of its log templates. When creating the NL log templates, the event ID's **DO** control into which slots the spots are inserted. For example, if you set a commercial avails slot at event 1210, any spot scheduled into that slot will be placed in the Format Sentry event log at event 1210. [Event 10 in the 12 noon hour]. Keep in mind if you are using a music scheduler, the events used in the NL log template must be blank in the music log.

At the Natural Log main screen, select **[Logs]**. Select an existing commercial log and then click **[Open]**. In the NL log Editor, click **[Convert-Log] [Automation Log]** to create the Automation Log.



Format Sentry Cut Numbers

Format Sentry and NL both accept any cart (cut) number from 1 to 9999. Enter the cut number into the NL "CopyID" field during order entry.

Log Reconciliation is not supported for Format sentry

Copy the Audit Log onto a floppy disc or to a folder on your LAN, and use the **[Convert-Log] [Reconcile Schedule-Log with Play-Log]** function in the **Log Editor** section of Natural Log, with the day's log loaded into the NL Log Editor. You will need to use the [Browse] button to point NL to the Play-Log. Natural Log will read the run times and print a discrepancy report.

Output & Input Log FileNames

Output (send) log file:

mmdd.EV	mm is month, dd is day
0807.EV	is Send Log for 08-07

Input (reconcile) Audit Log file:
Not supproted

Format Sentry Commands

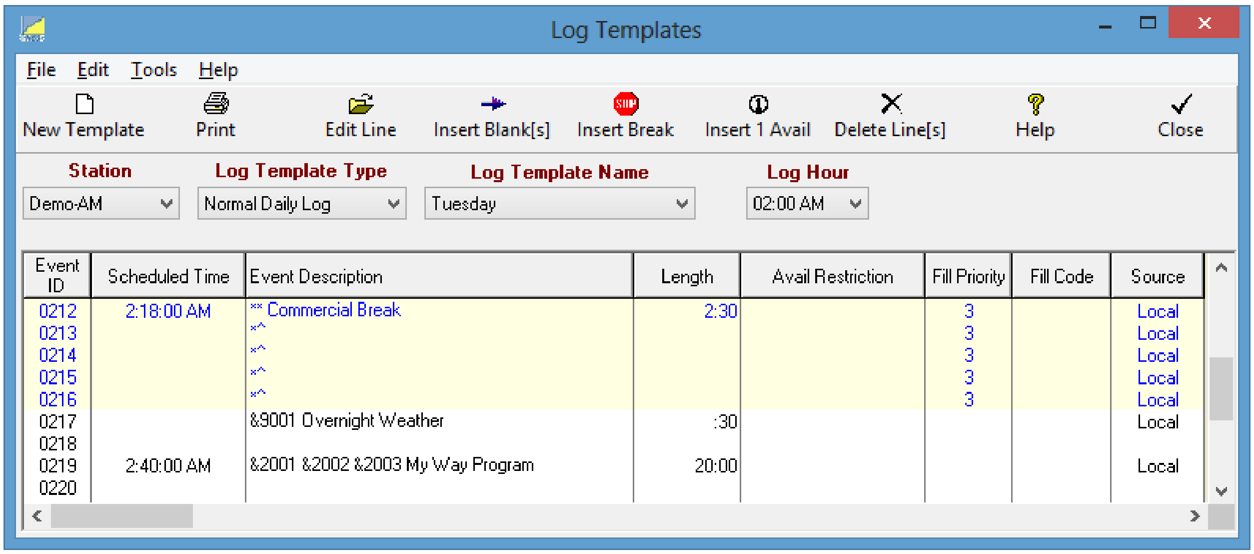
Cut numbers can be sent embedded in the NL log templates to send commands or to play audio cuts. On the Natural Log Template, simply enter **&** and then the 4-digit command cut number in the Event description. These are to be used for non-billable items only [such as liners, jingles, etc]. Do not use this to schedule billable spots. Those are scheduled from Broadcast Orders.

Play Non-Commercial AudioCut Example - Event 0217 shown below

Assume you need to run weather at a certain time each day. If weather is named **0009**, you could make the entry shown below at event 0217 below. This would play 2:30 of commercials followed by the weather. NL only needs **&0009** and we inserted "Overnight Weather" only to make it easier to read. Do not use this to schedule billable spots. Those are scheduled from Broadcast Orders.

Command Sequence Example - Event 0219 shown below

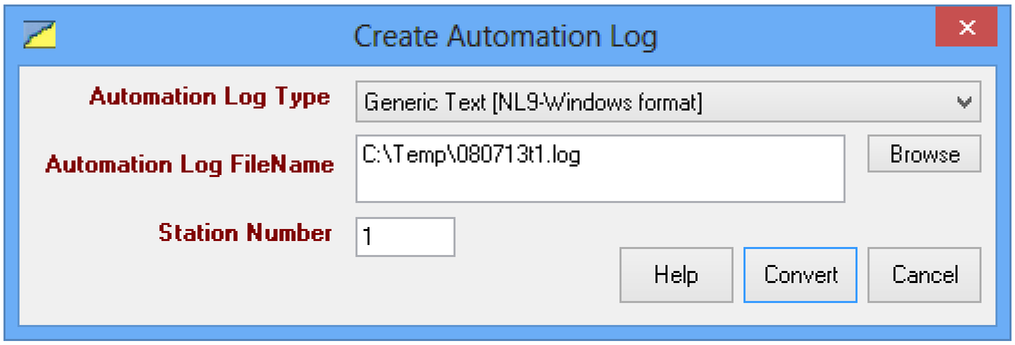
Assume you may need to run a sequence of cuts or commands at a certain time each day. Assume you want to play a program opener (cut 2001), then play a program (cut 2002), then play a closer (cut 2003). You could enter each item on a separate line, or you could make the entry shown below at event 0219 in the Natural Log Templates. Note that a single space is inserted between each command or cut and 'My Way Program' is an optional description.



Natural Log 'Generic Text' Automation Log

Used by Dalet™ [NL-DOS format] / Audisk™ / Pristine™ RapidFire, Deyan™ and others.

Automation Logs are created in the NL Log Editor. At the Natural Log main screen, select **[Logs]**. Select an existing commercial log and then click **[Open]**. In the NL log Editor, click **[Convert-Log] [Automation Log]** to create the Automation Log.



NOTE: Most of these systems require a custom import filter that you must obtain (usually purchase) from the automation vendor. See Natural Log Generic Automation Log Format for a description of the NL "generic" automation log output file. Use the file format information to tell those reader modules where the data is located in our output file. With this information, you or the automation vendor should be able to configure the automation reader module to read and import our log file. You can try the **Generic Text [NL-Windows format]** file output for any automation system not specifically supported by Natural Log if the automation system has its own configurable "reader" module.

Cut Numbers

The Natural Log system can use any cut numbers/names up to 8 digits of numeric and alphanumeric characters.

Log Reconciliation is Not Supported for Generic Log

The Natural Log system does not reconcile with any system that use the NL Generic automation log at this time. If the vendor will provide play log specs we will support reconciliation.

Output & Input Log FileNames

Output (send) log file

mmddyrT#.LOG	mm is month, dd is day, yr is year
080713T1.LOG	is Send Log 08-07-13 for station1

Input (reconcile) log file Not supported

Automation Commands

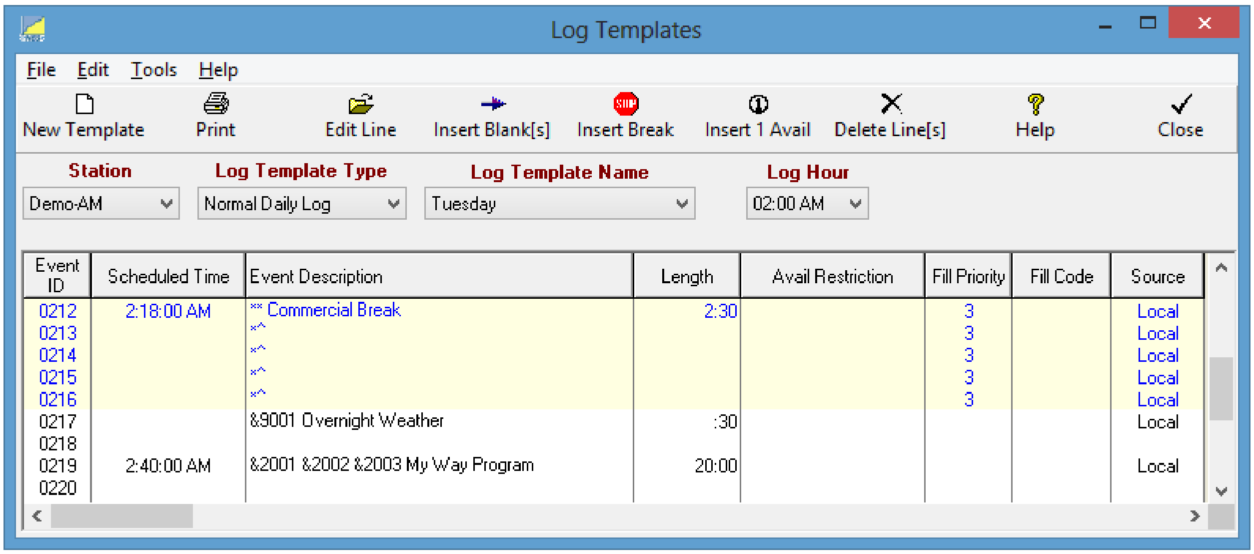
Natural Log can send commands to the automation (such as source switching) On the Natural Log Templates, simply enter **&** and then the command code letter/numbers in the Event description. NL will pick up the command or cut name to play by capturing all characters between **&** and the first space in the event description.

Play Non-Commercial AudioCut Example - Event 0217 shown below

Assume you need to run weather at a certain time each day. If weather is named **0009**, you could make the entry shown below at event 0217 below. This would play 2:30 of commercials followed by the weather. NL only needs **&0009** and we inserted "Overnight Weather" only to make it easier to read. Do not use this to schedule billable spots. Those are scheduled from Broadcast Orders.

Command Sequence Example - Event 0219 shown below

Assume you may need to run a sequence of cuts or commands at a certain time each day. Assume you want to play a program opener (cut 2001), then play a program (cut 2002), then play a closer (cut 2003). You could enter each item on a separate line, or you could make the entry shown below at event 0219 in the Natural Log Templates. Note that a single space is inserted between each command or cut and 'My Way Program' is an optional description.



Natural Log 'Generic Text' Automation Log

The file is straight ASCII with no page breaks, no formfeeds, no headers, and no graphics. **NL-DOS format** lines are 78 characters long **plus** a Carriage Return/Line Feed [total 80 characters per record]. **NL-Windows** format lines are 90 characters long **plus** a Carriage Return/Line Feed [total 92 characters per record]. Both formats are provided in NL because some automation systems can only import the NL-DOS format [limited to CopyID's 8 characters or less!]. Please call Natural Software with any questions about these file formats.

The file name is: **mmddyrT#.LOG**

where: mm=Month ## (08 for Aug)
dd=Day ## (07 for the seventh)
yr=Year ## (13 for 2013)
T=traffic schedule (M is for Music schedule)
#=station number (usually 1, may be 1 or 2 if AM/FM station)

Example: 080713T1.LOG is Traffic log for 08-07-13 for station 1.

Generic Text [NL-Windows Format]

[Newer format for full 20 -charcter CopyID's]

COLUMN	LENGTH	FIELD IDENTIFICATION
1	3	Scheduled Hour (##:)
4	3	Scheduled Minute (##:)
7	2	Scheduled Second (##)
10	20	Cut number (filename to be played, left justified)
32	24	Event description (sponsor name,etc)
57	4	Length in seconds(#### left padded with zeroes)
62	8	Played Time hh:mm:ss [not used by NL]
71	16	Reserved
87	4	Natural Log event number
91	2	Carriage Return / Line Feed

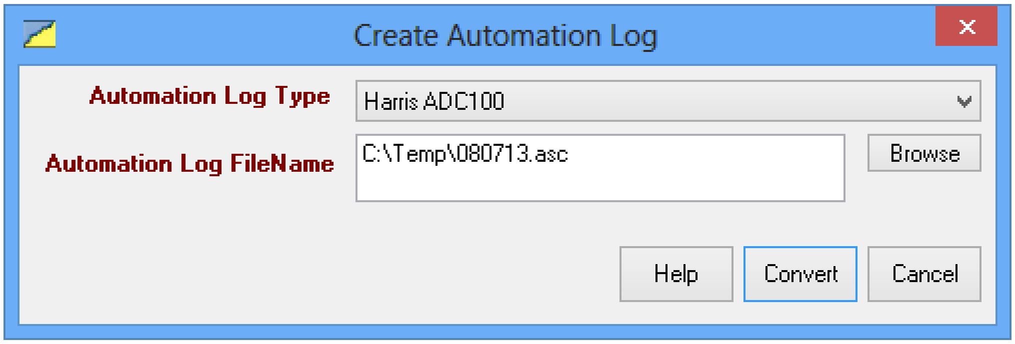
Generic Text [NL-DOS Format]

[Older format limited to 8-character CopyID's]

COLUMN	LENGTH	FIELD IDENTIFICATION
1	3	Scheduled Hour (##:)
4	3	Scheduled Minute (##:)
7	2	Scheduled Second (##)
10	8	Cut number (filename to be played, left justified)
20	24	Event description (sponsor name,etc)
45	4	Length in seconds(#### left padded with zeroes)
50	8	Played Time hh:mm:ss [not used by NL]
59	16	Reserved
75	4	Natural Log event number
79	2	Carriage Return / Line Feed

Harris ADC-10 Automation™

Automation Logs are created in the NL Log Editor. At the Natural Log main screen, select **[Logs]**. Select an existing commercial log and then click **[Open]**. In the NL log Editor, click **[Convert-Log] [Automation Log]** to create the Automation Log.



Harris ADC100 Cut Numbers

The Harris system can use any cut ID's up to 32 characters. Enter the Harris ID (including any leading 0's) into the NL "CopyID" field during order line entry.

Log Reconciliation is NOT supported for Harris ADC-10

Output & Input Log FileNames

Output (send) log file:

mmddyr.asc	mm is month, dd is day, yr is year
080713.asc	is Send Log for 08-07-13

Input (reconcile) log file
Not Supported

Harris ADC-10 Automation Commands

Commands can be sent to the automation can be sent to the automation (such as type codes, secondary type codes, channel, and input #) from the Natural Log system. On the Natural Log Templates, enter the text shown below in the Event Description column. Be sure to put 1 space between the cc#### and the type.

&cc####-ss Type, SecType,Channel,Input#,Title

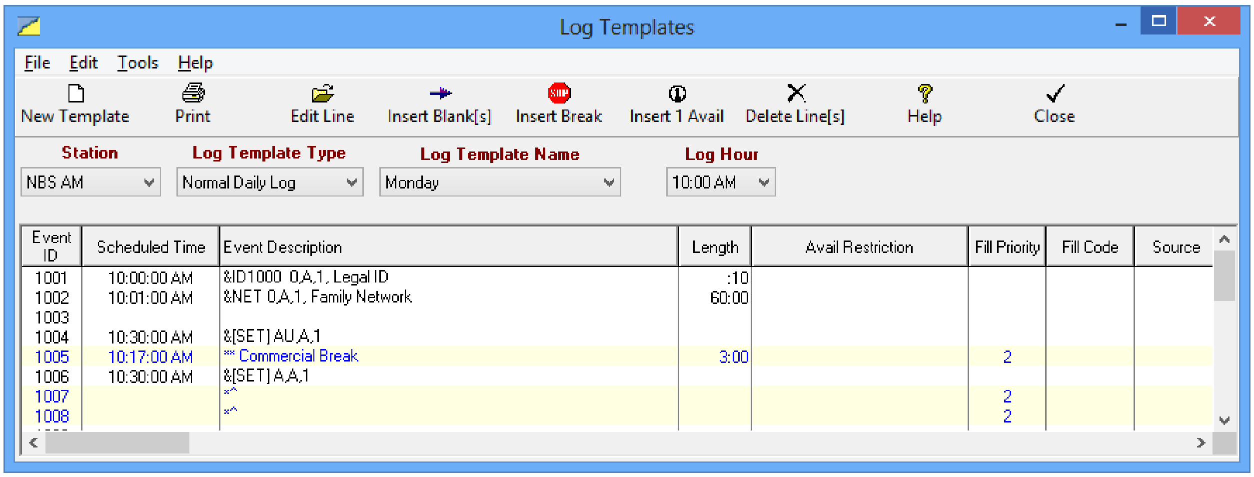
- **cc####** is the cutID
- **-ss** is the segment number only if needed with this event. If not needed, do not include the dash or the segment number.
- **Type** is the Harris event type
- **SecType** is the Harris secondary type
- **Channel** is the Harris channel A-D
- **Input#** is the Harris input# 1-4

When used with &, you may enter any combination of letters and numbers in the cutID. You need not restrict yourself to numbers when using **&**. The system will pick up the command or cut name to play by capturing all characters between **&** and the first space in the event name. You **must** enter **commas** even for those fields you aren't using such as SecType. NL counts the commas to determine which field is being entered.

Harris Command Example 1 Assume you need to play a cut named ID1000 as you top-of-the hour ID as a timed event. You could make entry shown below at event 1001 in the Natural Log Templates.

Harris Command Example 2 Assume you need to join a network at a particular time weather at a certain time each day. You could make entry shown below at event 1002 in the Natural Log Templates.

Setting Types on NL Commercial Items There may be situations in which you need to tell the Harris system to wait for a network pulse before starting a commercial break. Suppose you need to join a network and then set type AU on the first commercial in the break. Then you need the 2nd and 3rd spots in the break to be type A.. You could make entries shown below at event 1004 and 1006 in the Natural Log Templates. The only difference is the cutID is **[SET]**. This tells NL to apply the field values set on the [SET] line to the following commercial items until it sees another [SET] command.



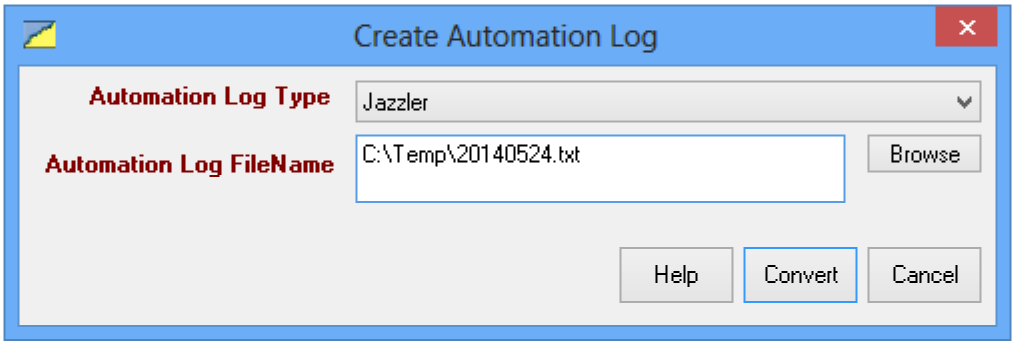
Google Radio Automation™

See Wide Orbit™

Jazler Automation

Natural Log can create a properly-formatted file for importing into Jazler. See Jazler help for proper import procedure. **Important Note:** Spot breaks must be scheduled in Natural Log templates at exactly the same times as commercial breaks time-slots in Jazler Spots-Properties Screen or spots will not load into Jazler!.

Automation Logs are created in the NL Log Editor. At the Natural Log main screen, select **[Logs]**. Select an existing commercial log and then click **[Open]**. In the NL log Editor, click **[Convert-Log] [Automation Log]** to create the Automation Log.



Cut Numbers

All you need to do is enter the cut number for the particular commercial spot into the "CopyID" field (on the NL Order Line entry screen), in the Natural Log system when entering the orders. Make sure the number in NL matches the “Playlister Code” identifier in the Jazler System.

Log Reconciliation is NOT Supported for Jazler

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Output & Log FileNames

yyyymmdd.txt	where yyyy=year, mm=month, dd=day#
20121102.txt	is commercial send Log Nov 2, 2012

Automation Commands

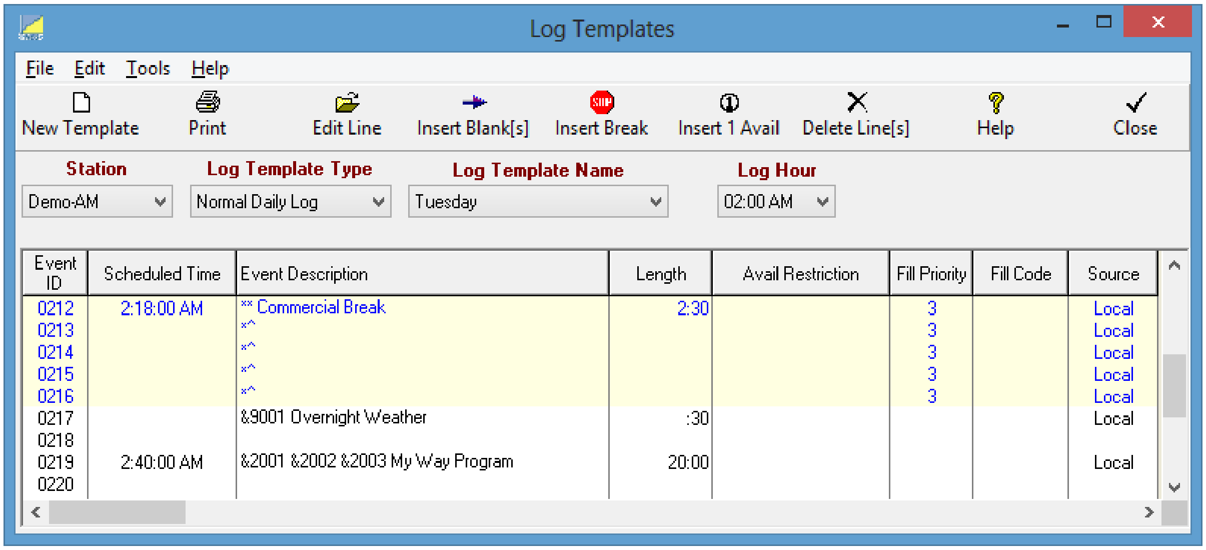
Natural Log can send commands to the automation (such as source switching) On the Natural Log Templates, simply enter **&** and then the command code letter/numbers in the Event description. NL will pick up the command or cut name to play by capturing all characters between **&** and the first space in the event description.

Play Non-Commercial AudioCut Example - Event 0217 shown below

You need to run weather at a certain time each day. If weather is named **0009**, you could make the entry shown below at event 0217 below. This would play 2:30 of commercials followed by the weather. NL only needs **&0009** and we inserted "Overnight Weather" only to make it easier to read. Do not use this to schedule billable spots. Those are scheduled from Broadcast Orders.

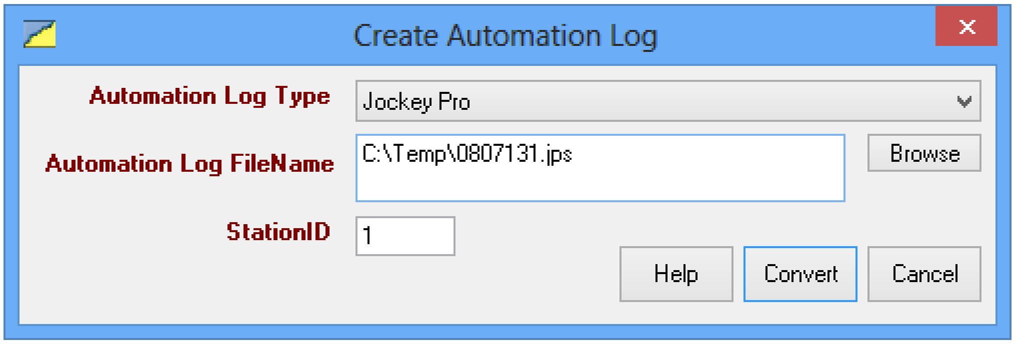
Command Sequence Example - Event 0219 shown below

You may need to run a sequence of cuts or commands at a certain time each day. Assume you want to play a program opener (cut 2001), then a program (cut 2002), then a closer (cut 2003). You could enter each item on a separate line, or you could make the entry shown at event 0219 in the Natural Log Templates. Note that a single space is inserted between each command or cut and 'My Way Program' is an optional description.



JockeyPro™ Automation

Automation Logs are created in the NL Log Editor. At the Natural Log main screen, select **[Logs]**. Select an existing commercial log and then click **[Open]**. In the NL log Editor, click **[Convert-Log] [Automation Log]** to create the Automation Log. NL converts to a "native" JockeyPro log format.



JockeyPro Cut Numbers

The JockeyPro system can use any cut numbers/names. NL is limited to cut names of up to 20 characters and / or numbers. Enter the JockeyPro cut ID (including any leading 0's) into the NL "CopyID" field during order line entry.

Log Reconciliation is Supported for JockeyPro

The Natural Log system reconciles with a Jockey "as-played" log. JockeyPro support can assist you in creating this as-played reconciliation log.

Output & Input Log FileNames

Output (send) log file

mmddyr??.jps	mm is month, dd is day, yr is year ?? is the right 2 characters of the call sign. This is entered in the StationID field on the automation conversion screen in NL.
080713BC.JPS	is Send Log Aug 7, 2013 for xxBC

Reconcilation (read) log file

mmddyr??.log	mm is month, dd is day, yr is year ?? is the right 2 characters of the call sign. This is entered in the StationID field on the automation conversion screen in NL
080713BC.LOG	is reconcile log Aug 7, 2013 for xxBC

Automation Commands

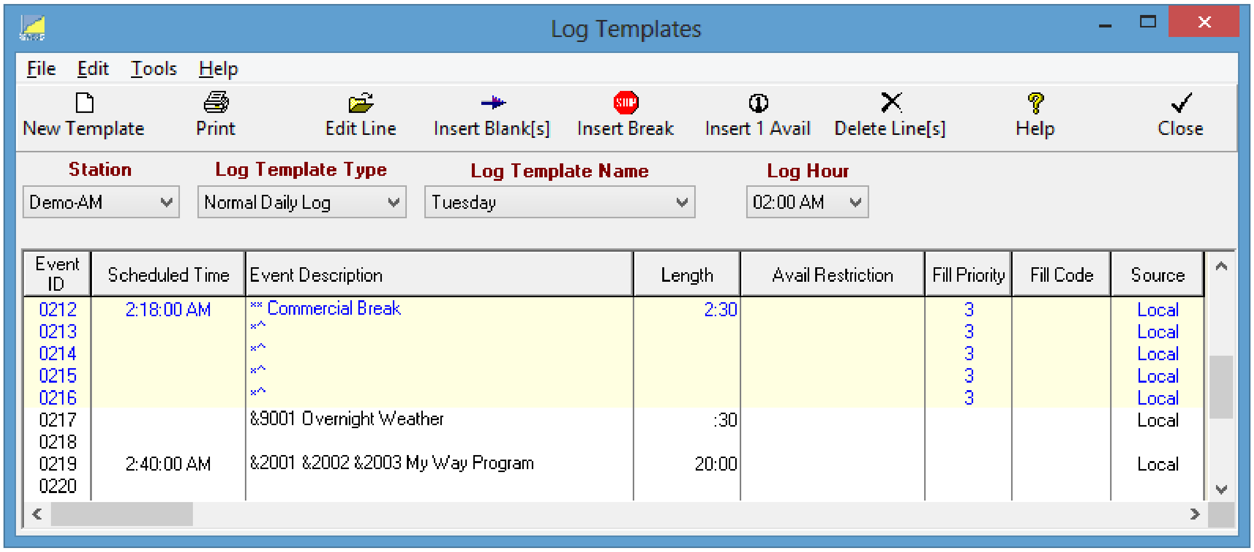
Natural Log can send commands to the automation (such as source switching) On the Natural Log Templates, simply enter **&** and then the command code letter/numbers in the Event description. NL will pick up the command or cut name to play by capturing all characters between **&** and the first space in the event description.

Play Non-Commercial AudioCut Example - Event 0217 shown below

Assume you need to run weather at a certain time each day. If weather is named **0009**, you could make the entry shown below at event 0217 below. This would play 2:30 of commercials followed by the weather. NL only needs **&0009** and we inserted "Overnight Weather" only to make it easier to read. Do not use this to schedule billable spots. Those are scheduled from Broadcast Orders.

Command Sequence Example - Event 0219 shown below

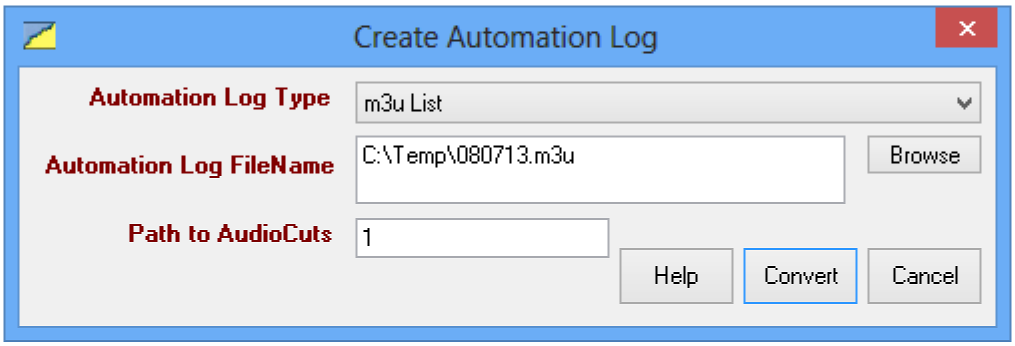
Assume you may need to run a sequence of cuts or commands at a certain time each day. Assume you want to play a program opener (cut 2001), then play a program (cut 2002), then play a closer (cut 2003). You could enter each item on a separate line, or you could make the entry shown below at event 0219 in the Natural Log Templates. Note that a single space is inserted between each command or cut and 'My Way Program' is an optional description.



m3u List

NL can create a standard .m3u list of audio cuts to be played by some of the "audio players" available. **<u>We cannot help you Troubleshoot problems with these audio players!</u>** All NL does is send them a list of audio cuts to play and their developers are responsible for their support!

Automation Logs are created in the NL Log Editor. At the Natural Log main screen, select **[Logs]**. Select an existing commercial log and then click **[Open]**. In the NL log Editor, click **[Convert-Log] [Automation Log]**to create the Automation Log.



Cut Numbers / Copy ID

The Natural Log system can use any cut numbers up to 20 alphanumeric characters. Be sure to include the .mp3, .wav or other extensions when entering the CopyID in NL during order line entry.

If the complete path, filename, and extension is 20 characters or less, you can enter the entire path and filename with extension for the audio cut in the NL CopyID field during order line entry.

If your audio cut path, filename, plus extensions are greater than 20 characters, you <u>must not</u> enter the path in the CopyID field in NL, leave off the path and just enter the filename and extension. Then when the Log Conversion is done in the NL Log Editor, you can specify the path to be added in front of the filenames.

As an example, assume you keep your audio cuts in a folder named Audio on your C drive and they all have .mp3 extensions. If you enter **C:\Audio** as the path to your audio cuts, NL's log converter will add this as the path to all your audio files names (CopyID's). **When using this option, all your audio files must reside in the same folder**.

Log Reconciliation not supported for m3u Logs

If the vendor will provide play log specs we will support reconciliation.

Output & Input Log FileNames

Output (send) log file

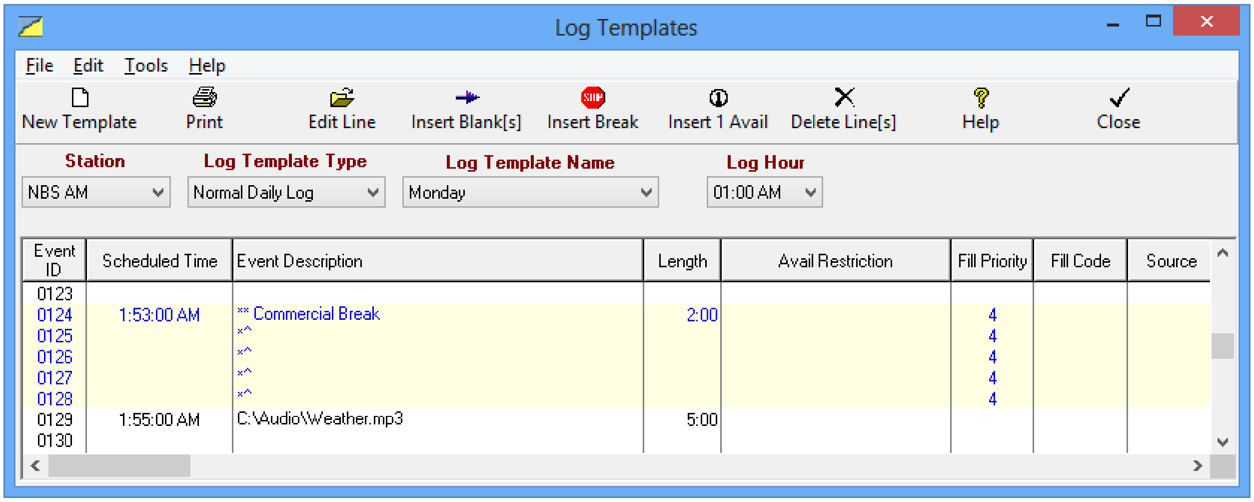
mmddyy.m3u	where mm=month, dd=day, yy=year
080713.m3u	is the Log for Aug 07, 2013

Automation Commands

Commands can be sent to the automation (such as source switching, playing liners, etc. if thre automation supports this) from the Natural Log system. On the Natural Log Templates simply enter **<u>&</u>**

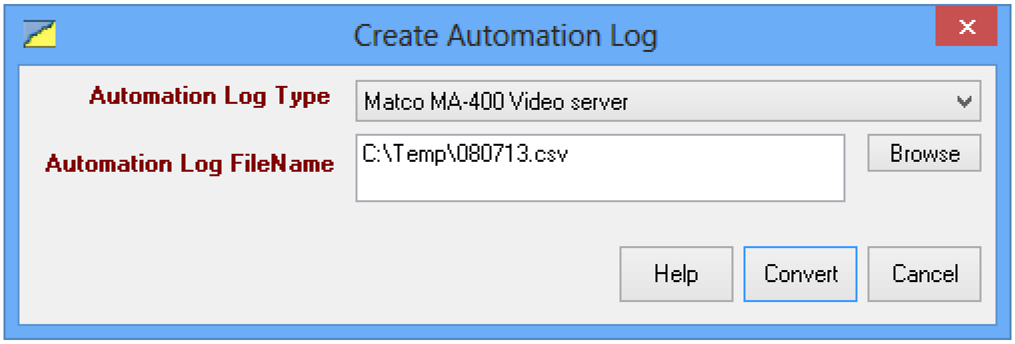
and then the full pathname, filename (including extension) in the Event description. NL system will pick up the command or cut name to play by capturing all characters after the &.

Play Non-Commercial Audio Cut Example Assume you want to play a cut named C:\Audio\Weather.mp3. You would enter this in the NL log templates as shown on event 0129 below. Do not use this to schedule billable spots. Those are scheduled from Broadcast Orders.



Matco Video Server™

Automation Logs are created in the NL Log Editor. At the Natural Log main screen, select **[Logs]**. Select an existing commercial log and then click **[Open]**. In the NL log Editor, click **[Convert-Log] [Automation Log]** to create the Automation Log.



This NL log interface exports a log in the format as specified by Matco for the Matco Playback Event List. This creates a .CSV file.

Matco Video Cut ID's

The Matco system can use any cut ID's up to 8 characters. Enter the Matco ID into the NL "CopyID" field during order line entry. In all cases NL assumes the digital server event is an Element ID unless you enter the following prefix in before the CopyID:

E- precedes an element ID [assumed if E- is not included in copyID]
B- precedes a Sequence ID
V- preceeds a Virtual Element ID

CopyID Examples:
1234 is video element ID 1234
E-1234 is video element ID 1234
B-1234 is Sequence ID 1234
V-1234 is Virtual Element ID 1234

Matco can use any cut ID's up to 32 characters. Enter the Harris ID (including any leading 0's) into the NL "CopyID" field during order line entry.

Log Reconciliation is NOT supported for Matco Video Servers

Output & Input Log FileNames

Output (send) log file:
mmddyr.csv mm is month, dd is day, yr is year
080713.csv is Send Log for 08-07-13

Input (reconcile) log file
Not Supported

Automation Commands

Commands can be sent to the automation can be sent to the automation (such as type codes, secondary type codes, channel, and input #) from the Natural Log system. On the Natural Log Templates, enter the text shown below in the Event Description column. Be sure to put 1 space between the cut number and the other description.

To play a video file from the Matco server:

&CutNum Description

CutNum can include the **E-**, **B-**, or **V-** as described above under "Matco Digital Server Cut ID's". If you exclude the **E-**, **B-**, or **V-**, NL assumes this is an Element ID and will insert the required E- during log conversion.

To execute a Matco Switcher command:

&[S] #,,Description

Where # is the switcher input source #

To execute a Matco VTR command:

&[S] #,hh:mm:ss,Description

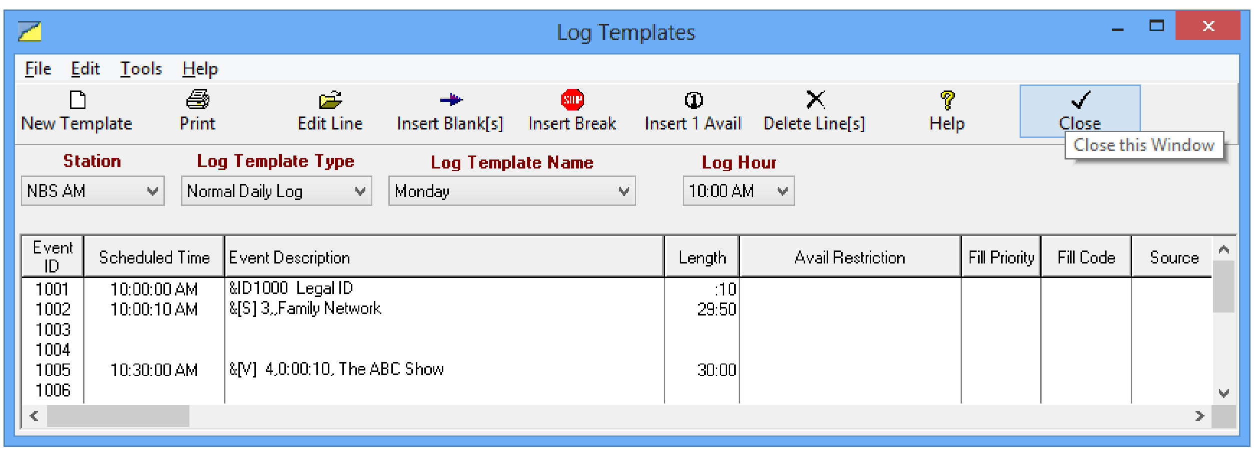
Where # is the switcher input source #, hh:mm:ss is the VTR **location.** You may optionally include frames as hh:mm:ss:ff

Matco Command Example 1 Assume you need to play a cut named ID1000 as your top-of-the hour ID as a timed event at 10:00:00AM. You could make the entry shown below at event 1001 in the Natural Log Templates.

Matco Command Example 2 Assume you need to join a network assigned to switcher input #3 after the legal ID for 29 minutes and 50 seconds. You could make the entry shown below at event 1002 in the Natural Log Templates.

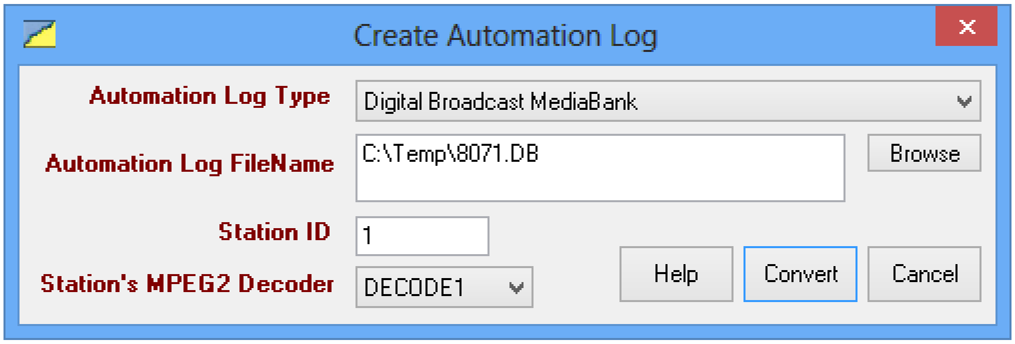
Matco Command Example 3 Assume you need to play VTR #4 at 10:30:00AM, and the location on the VTR is 01:00:10. You could make entry shown below at event 1005 in the Natural Log Templates.

NOTE: On commands, Event_Code is optional and can accept any text as described in the Matco specs. Just put a comma after the description, then any event code as described in the Matco log specifications.



Digital Broadcast MediaBank™ Automation

Automation Logs are created in the NL Log Editor. At the Natural Log main screen, select **[Logs]**. Select an existing commercial log and then click **[Open]**. In the NL log Editor, click **[Convert-Log] [Automation Log]** to create the Automation Log.



STATIONID is any 1-5 digit name or number to distinguish this log from other logs for other stations in your Natrual Log system. This is optional and may be left blank.

STATION' MPEG2 DECODER is the decoder assigned to this station in the MediaBank playback system to play spots scheduled by NL. DECODE1 to DECODE 4.

MediaBank Cut Numbers

All you need to do is enter the cut number for the particular commercial spot into the "CopyID" field (on the NL Order Line entry screen), in the Natural Log system when entering the orders. Make sure the CopyID number in NL matches the cut number in the MediaBank System exactly.

Log Reconciliation is supported for MediaBank

Output & Input Log FileNames

Output (send) log file

mddccccc.DB	m is month 1-9=Jan-Sep A-C = Oct-Dec, dd is day ccccc is stationID or name
B02KKKK.DB	is Send Log Nov 02 for station KKKK

Input (reconcile) log file

mddccccc.VER	m is month 1-9=Jan-Sep A-C = Oct-Dec, dd is day ccccc is stationID or name
B02KKKK.VER	is Aired Log for Nov 02 for station KKKK

MediaBank Commercial Breaks and Source Switching

The MediaBank must be told to switch its MPEG2 decoder to air before each commercial break and off air at the end of each break. This is done as shown below on event lines 0216 and 0222. Note: the commercial break must ALWAYS start with a DUR or TOD event type. See you MediaBank help guide for further description of the event type. In NL these Switching commands are entered on the log templates as:

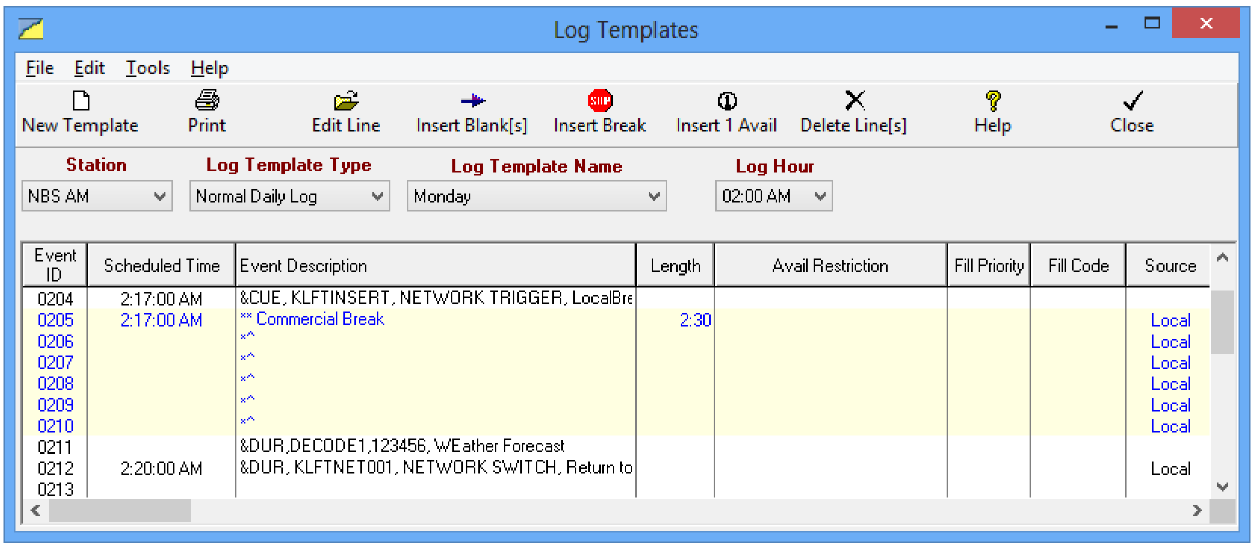
&XXX,YYYYYYY,#######, Description where

XXX Event Type: DUR=segue, CUE=triggered, TOD=time of day, REM=remark
YYYYYYY Device Designator [DECODE1-DECODE4 or INSERT or NETWORK commands]
####### Cut number or switch event title
Description Any text description of event

See examples below on lines 0204 and 0212 to start and end a commercial break.

Automation Commands

To send source switching and other automation commands to MediaBank in the Natural Log Templates, simply enter **&** and then a sequence of values separated by commas as described below.



NOTE: KLFTINSERT and KLFTNET001 above should be replaced by your specific INSERT or NETWORK designations.

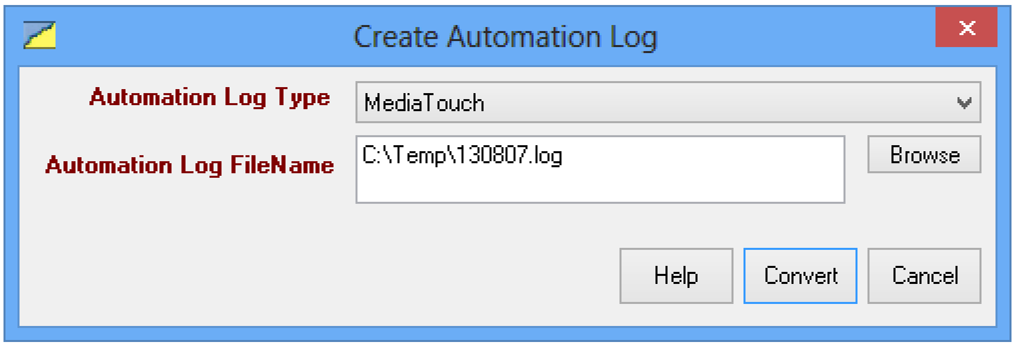
Play a Non-Commercial Audio Cut Example

Assume you may need to run weather at a certain time each day. If your weather is named 123456, you could make the entry shown above at event 0211 in the Natural Log Templates. This would play 2:30 of commercials followed by the weather. Note that the length of the commercial break was reduced by the length of the weather. Once again, the computer only needs the event type [DUR for autosegue], device [DECODE1], and the cut # 123456. We inserted description "Weather Forecast "only to make it easier to read for humans. Do not use this to schedule billable spots. Those are scheduled from Broadcast Orders.

MediaTouch™ / iMediaTouch™ Automation

MediaTouch and iMediaTouch are the same as far as log interfacing. **NOTE**: You must purchase the "Log Tools" module from MediaTouch to import this log into MediaTouch automation systems

Automation Logs are created in the NL Log Editor. At the Natural Log main screen, select **[Logs]**. Select an existing commercial log and then click **[Open]**. In the NL log Editor, click **[Convert-Log] [Automation Log]** to create the Automation Log.



MediaTouch Audio Cut Numbering

The MediaTouch system can use any cart numbers from ZM0001 to ZM9999 but it also uses "Categories". There can be duplicated ZM####'s in different categories which means that cut ZM0034 from category COM is not the same as cut ZM0034 from category PSA. **This conflicts with NL's need to see a unique CopyID for each audio cut**.

Therefore when creating CopyID's for NL, use **CAT-ZM####** as the CopyID. In place of CAT, put the 3-letter MediaTouch category, a dash, then the ZM####. If you fail to put a dash in the CopyID, NL will use whatever you put in the LogType box on the order line as the MediaTouch "category" as did NL for DOS.

Log Reconciliation is supported for MediaTouch

You must connect NL to the OUT log created by MediaTouch. Contact MediaTouch for the location of this file. Use the **[Convert-Log] [Reconcile Schedule-Log with Play-Log]** function in the **Log Editor** section of Natural Log, with the day's log loaded into the NL Log Editor. You will need to use the **[Browse]** button to point NL to the OUT log file. Natural Log will read the run times and print a discrepancy report.

Output & Input Log FileNames

Output (send) log file

yrmmdd.LOG	yr=year, mm=month, dd=day
080713.LOG	is Send Log for 08-07-13

Input (reconcile) log file

yrmmdd.OUT	yr=year, mm-month, dd=day
080713.OUT	is Play Log for 08-07-13

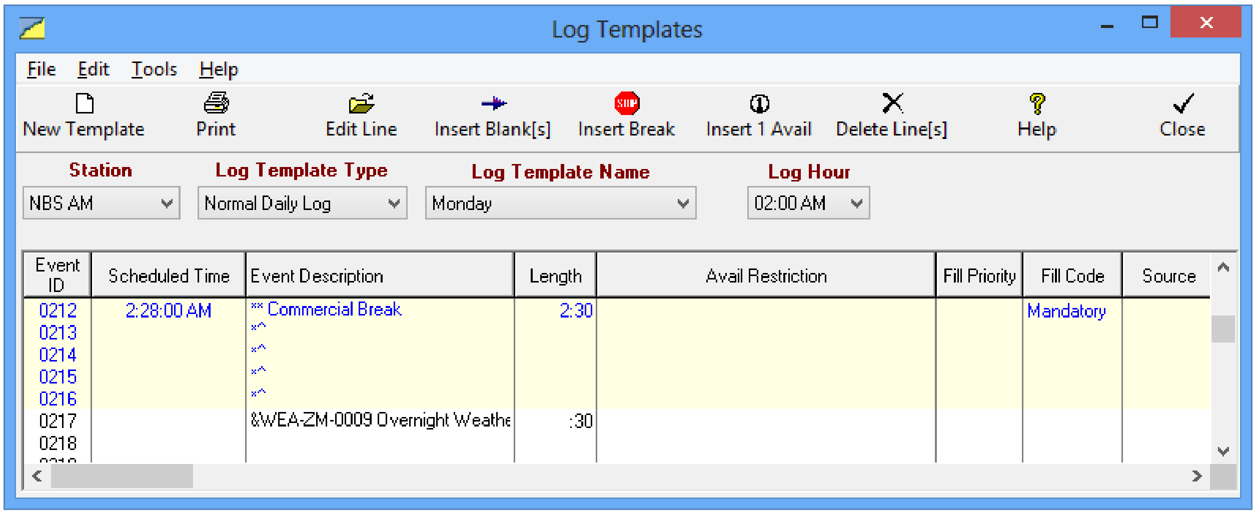
Note: The "Read" log filename may be specfied by the user to match whatever the user names the "outlog" written by MediaTouch LogTools.

MediaTouch System Commands

Commands can be sent to the MediaTouch system (such as source switching) from the Natural Log system. On the Natural Log Templates, simply enter **&,** followed by the MediaTouch "Category", then the command code letter/numbers in the Event description. NL will pick up the command or cut name to play by capturing all characters between **&** and the first space in the event description.

Play Non-Commercial AudioCut Example - Event 0217 shown below

You need to run weather at a certain time each day. If weather is named ZM**0009** from category **WEA**, you could make the entry shown below at event 0217 below. This would play 2:30 of commercials followed by the weather. NL only needs **&WEA-ZM0009** and we inserted "Overnight Weather" only to make it easier to read. Do not use this to schedule billable spots. Those are scheduled from Broadcast Orders.



NexGen™ [Prophet] Automation Log

Special Notes:

1. NexGen requires an import filter/template to read commercial logs. With the information listed below under Configure the NexGen log import filter you can configure the log import filter/template to read and import the NL log file. **You cannot use NexGen predefined Natural Log import/template because it is designed for NL-DOS**. In NL there is an automation type named " Prophet NexGen [NL-DOS]" that uses this format for users updating form NL-DOS so they won't have to reconfigure their Prophet log import filter.

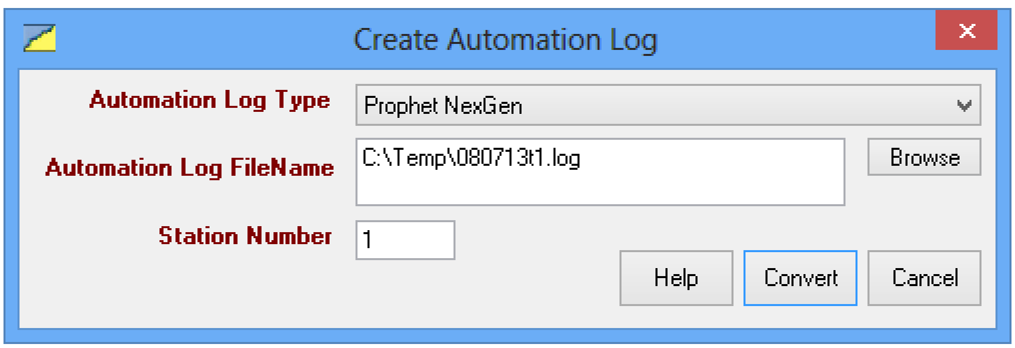
2. New NL users should NOT use the Prophet NexGen [NL-DOS] format, they should use the normal Prophet NexGen log export in NL.

3. NexGen [AutoLoad] automation type in NL is to be used only by those requiring a special filenaming scheme because they are using the NexGen AutoLoad functionality which we do not recommend all others shouid select Prophet NexGen.

4. The information below applies to both NexGen and the earlier Audio Wizard.

Starting Log Export

Automation Logs are created in the NL Log Editor. At the Natural Log main screen, select **[Logs]**. Select an existing commercial log and then click **[Open]**. In the NL log Editor, click **[Convert-Log] [Automation Log]** to create the Automation Log.



Cut Numbers

The Natural Log Prophet NexGen Automation log export can use cut numbers up to 6 digits of **numeric** characters. However, Prophet NexGen allows you to enter audio cuts with a 6-digit "SpotNumber" [000001 through 999999] and a 3-Digit "CutNumber" [001 through 150]. There are 2 uses for this.

1. SpotNumber is often used to designate a CustomerID. Then the CutNumber is used to identify a specific cut belonging to that customer. It is not necessary that you use this numbering system but if you do, in NL use copyID's formatted exactly as follows:
ssssss-ccc where **ssssss** is the NL Customer number, **ccc** is the CutNumber. Dash is required.

2. Any SpotNumber with a CutNumber of 000 is used to designate a Prophet Rotator.
ssssss-000 where **ssssss** is the Prophet Rotator number. Dash is required.

It is not recommended you use the NexGen internal rotators, instead let NL control the rotation of your copy so the proper copyID's can be shown on your affidavits. If you let Prophet rotate your copy, NL cannot print accurate affidavits showing actual CopyID's

Configure the NexGen log import filter

Note: NL Windows users **cannot** use the NexGen predefined log import template named Natural Log! [That import format will only work with Natural Log DOS]. If using the normal NexGen log export from you need to manually configure NexGen import filter as shown below. All other position definitions should be set to position 0.

▪ Description	32	24
▪ CutNumber	17	3
▪ SpotNumber	10	6
▪ Verify Sequence	87	4
▪ LogTime Hour Pos	1	
▪ LogTime Min Pos	4	

Log Reconciliation is Supported for Prophet NexGen

"Verify" logs must be generated by NexGen so Natural log can read exact runtimes for log reconciliation. Here are the settings you need to use when configuring the "Verify" log in Prophet NexGen:

▪ Date	1	8
▪ Time	9	8
▪ Description	17	32
▪ Event Status	69	2
▪ SpotNumber	72	6
▪ CutNumber	79	3

Output & Input Log FileNames

Output (send) log file

mmddyrT#.LOG	mm is month, dd is day, yr is year
080713T1.LOG	is Send Log 08-07-13 for station1

Output (send) log file for the NexGen [AutoLoad] version

#mmddyr.trf	mm is month, dd is day, yr is year
080713.trf	is Send Log 08-07-13 for station1

Input (reconcile) log file

T#mmddyy.ver	# is station number, mm is month, dd is day, yr is year
080713.ver	is reconciliation Log 08-07-13 for station 1

NexGen Automation Commands

Natural Log can send commands to the automation (such as source switching) On the Natural Log Templates, enter **&** followed by the command code letter/numbers in the Event description. NL will pick up the command or cut to play by capturing all characters between **&** and the first space in the event description.

NexGen - Block # Example - Event 0211 shown below

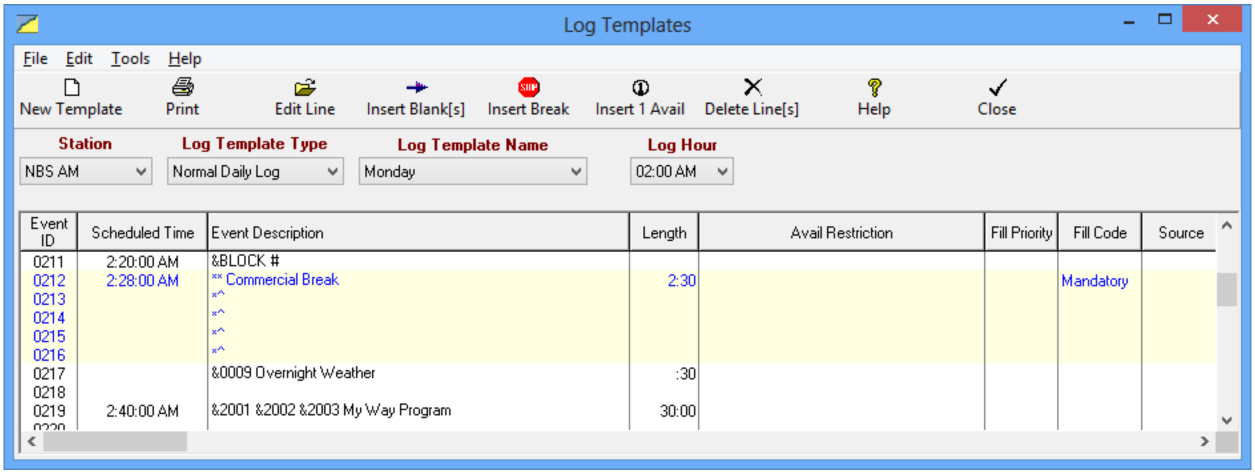
Block numbers for NexGen can be entered in the event description column of NL log templates by entering &BLOCK , space and # as shown at event 0211.

NexGen - Play Non-Commercial AudioCut Example - Event 0211 shown below

Assume you need to run weather at a certain time each day. If weather is named **0009**, you could make the entry shown below at event 0217 in NL log templates. This would play 2:30 of commercials followed by the weather. NL only needs **&0009** and we inserted "Overnight Weather" only to make it easier to read. Do not use this to schedule billable spots. Those are scheduled from Broadcast Orders.

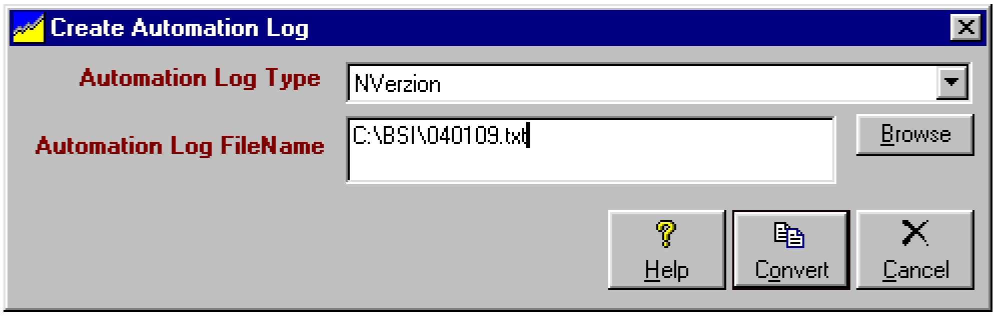
NexGen - Command Sequence Example - Event 0219 shown below

Assume you want to play a program opener (cut 2001), then a [non-billable] program (cut 2002), then a closer (cut 2003). You could enter each item on a separate line, or you could enter them as shown at event 0219 in the Natural Log Templates. One space is inserted between cut. 'My Way Program' is an optional description.



NVerzion™ Automation Logs

NVersion automation interface relies on a custom export filter from Natural Log. It is not included in Natural Log and is no longer available as part of natural Log unless you already have it.



NVerzion Clip/Cut Numbers

Any alphanumeric CutID from 1 to 16 alphanumeric characters is acceptable. All you need to do is enter the Nversion "clipID" for the particular commercial spot into the "CopyID" field in the Natural Log system when entering the order lines. Make sure the CopyID in NL exactly matches the ClipID in the nVerzion system (including leading 0's if used).

NVerzion Special Considerations

SOURCE NVerzion needs a "source" [such as SERVER or NETWORK] for every item it is told to execute. For all spots and CopyID's this is assumed to be SERVER by Natural Log. For other items [such as commands entered as text on NL templates enter the SOURCE right after the & and within brackets.

&[NETWORK] On the same line follow that immediately by the STARTMODE [see below]. Then follow that with the network name.

&[SERVER]

STARTMODE NVerzion needs a "startmode" [such as MANUAL or TIMED] for every item it is told to execute. On the line immediately before the start of a commercial break in NL log templates you must put the following marker into the Natural Log templates to inform it how the break is to be started. Possible Values:

&[BREAK]T = Timed
&[BREAK]M = Manual [or triggered from network closure]
&[BREAK] = a BLANK startmode: auto-segue from prior event

Log Reconciliation not supported for NVerzion.

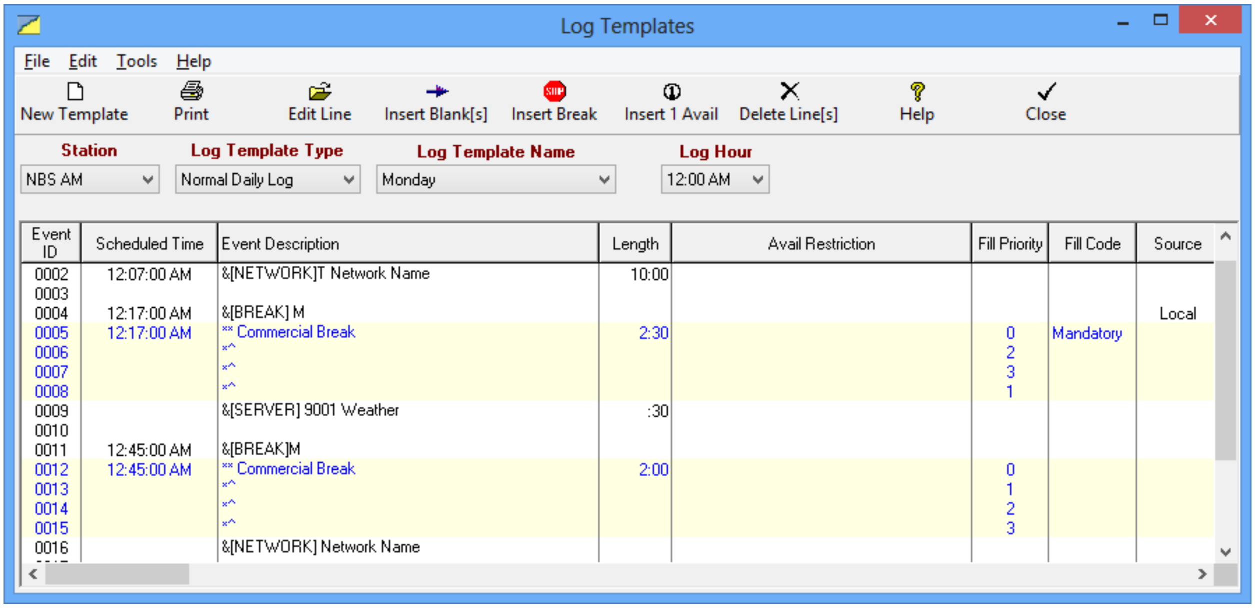
Output & Input Log FileNames

Output (send) log file

mmddyy.txt	mm=month, dd=day, yyyy=year
080713.txt	is Send Log 08-07-13 for station1
Input (reconcile) log file	Not supported

Automation Commands

Commands can be sent to the automation [in addition to playing spots] from the Natural Log system. On the Natural Log Templates, simply enter **&** and then the [SOURCE] followed by the "STARTMODE" letter as described below, then a space then any text you want included with the command.



NETWORK Example The command to got to a network source at a certain time would be entered as &[NETWORK]T at event 0002 above.

Play Non-Commercial Audio Cut Example Assume you need to run weather at a certain time each day. If weather is named **9001**, you could make the entry shown below at event 0009 above. This would play 2:30 of commercials followed by the weather. NL only needs the **&[SERVER] 9001** and we inserted "Overnight Weather" only to make it easier to read. Do not use this to schedule billable spots. Those are scheduled from Broadcast Orders.

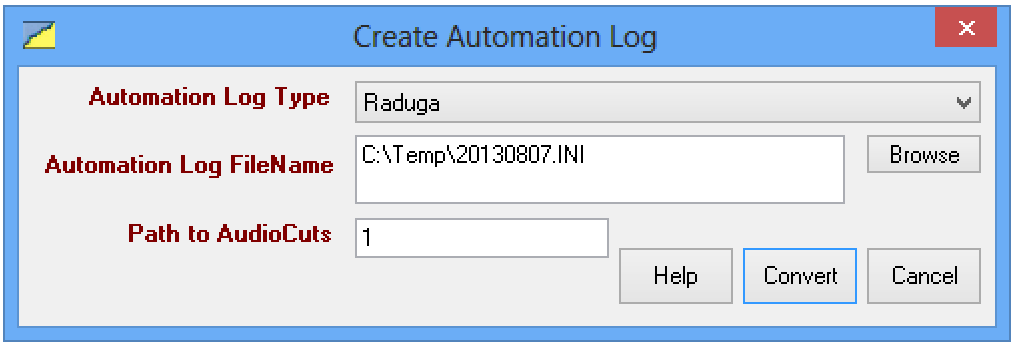
Break Markers

You must tell NVerzion where breaks begin and their STARTMODE. Put [&BREAK] followed by the STARTMODE [no spaces] on the line before each break. In the example above after the break the nVerzion is told to return to the network. Because STARTMODE is blank [the first character after the [NETWORK] command] this tells NVerzion to segue back to network at the end of the spots as shown above on events 0011 through 0016.

Raduga™ Automation

NL can create a standard INI file containing instructions for playing audio cuts in Raduga.

Automation Logs are created in the NL Log Editor. At the Natural Log main screen, select **[Logs]**. Select an existing commercial log and then click **[Open]**. In the NL log Editor, click **[Convert-Log] [Automation Log]** to create the Automation Log.



Cut Numbers / Copy ID

The Natural Log system can only use any cut numbers up to 20 alphanumeric characters [including any extension such as .mp3, .wav] . Be sure to include the .mp3, .wav or other extensions when entering the CopyID in NL during order line entry.

If the complete path, filename, and extension is 20 characters or less, you can enter the entire path and filename with extension for the audio cut in the NL CopyID field during order line entry.

If your audio cut path, filename, plus extensions are greater than 20 characters, you must not enter the path in the CopyID field in NL, leave off the path and just enter the filename and extension. Then when the Log Conversion is done in the NL Log Editor, you can specify the path to be added in front of the filenames.

As an example, assume you keep your audio cuts in a folder named Audio on your C drive and they all have .mp3 extensions. If you enter **C:\Audio** as the path to your audio cuts, NL's log converter will add this as the path to all your audio files names (CopyID's). **When using this option, all your audio files must reside in the same folder**.

Log Reconciliation is supported for Raduga.

It is the user's responsibility to obtain a LOG file from Raduga using the Raduga Tools menu. NL can then reconcile played items against scheduled items and record actual runtimes for affidavits.

Output & Input Log FileNames

Output (send) log file

yyyymmdd.INI	where yyyy=year mm=month, dd=day
20130807.INI	is the schedule for 08-07-13

Input (reconcile) log file

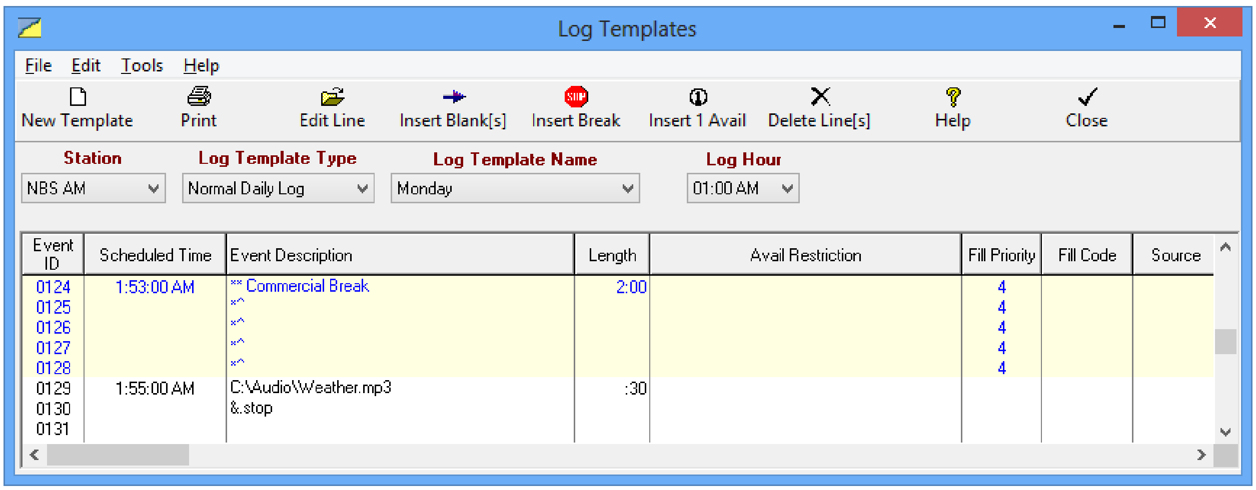
yyyy-mm-dd.LOG	where yyyy=year mm=month, dd=day
2013-08-07.LOG	is the playback log for 08-07-13

Automation Commands

Commands can be sent to the automation (such as source switching, playing liners, etc.) from the Natural Log system. On the Natural Log Templates simply enter **&** and then the full pathname, filename (including extension) in the Event description. NL system will pick up the command or cut name to play by capturing all characters after the &.

Play Non-Commercial Audio Cut Example Assume you want to play a cut named C:\Audio\Weather.mp3. You would enter this in the NL log templates as shown on event 0129 below. Do not use this to schedule billable spots. Those are scheduled from Broadcast Orders.

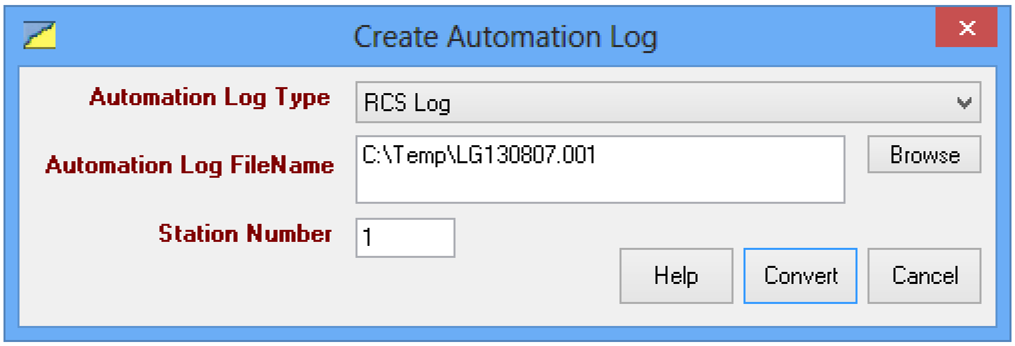
Execute a Raduga Command Assume you want to stop playback. This is done by inserting **.stop** as the filename in Raduga. This can be done in NL log templates as shown below on event 0130. Note there are no spaces between **&** and the command. This will work with any Raduga commands.



RCS™ Automation Log

This automation log is in RCS Master Control standard format and can be imported in RCS Selector "Linker". We cannot assist you in configuring the Selector Linker program to read this file, please contact RCS for Linker support. **NOTE:** RCS GSelector / Zetta is supported separately. See RCS GSelector/Zetta™

Automation Logs are created in the NL Log Editor. At the Natural Log main screen, select **[Logs]**. Select an existing commercial log and then click **[Open]**. In the NL log Editor, click **[Convert-Log] [Automation Log]** to create the Automation Log.



Cut Numbers

The Natural Log RCS automation log export can use any cut numbers/names up to 8 digits of numeric and alphanumeric characters, however some automation systems are further limited.

Log Reconciliation is Not Supported for RCS

The Natural Log system does not reconcile RCS play logs at this time. If the vendor will provide play log specs we will support reconciliation.

Output & Input Log FileNames

Output (send) log file

LGyymmdd.###	mm is month, dd is day, yy is year ### is the automation station number
LG130807T.001	is Send Log 08-07-13 for station1

Input (reconcile) log file Not supported

RCS-Log Automation Commands

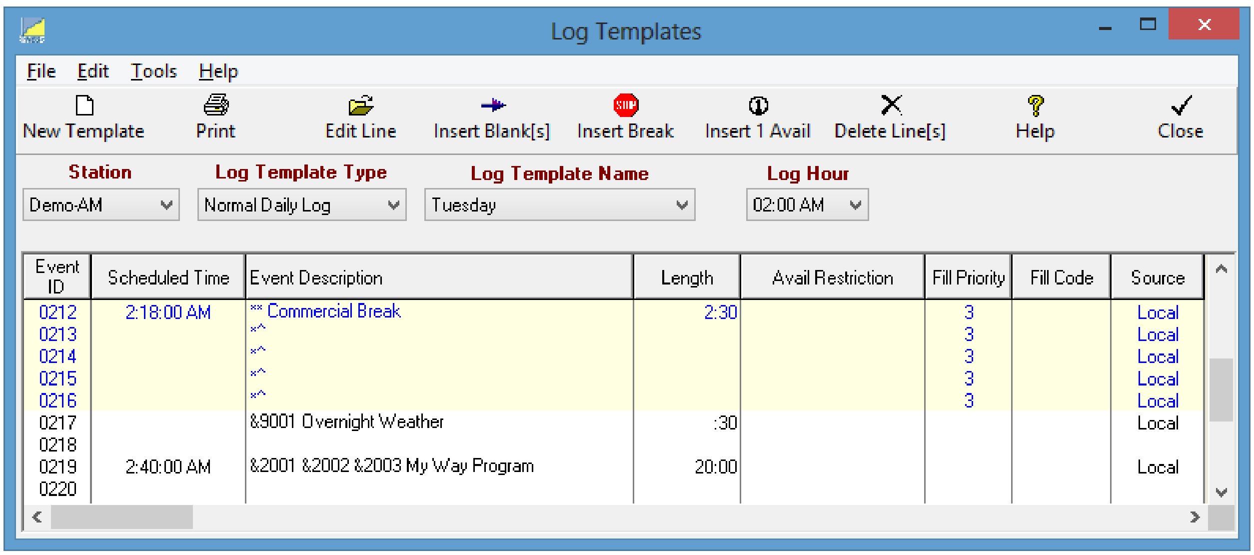
Natural Log can send commands to the automation (such as source switching) On the Natural Log Templates, simply enter **&** and then the command code letter/numbers in the Event description. NL will pick up the command or cut name to play by capturing all characters between **&** and the first space in the event description.

Play Non-Commercial AudioCut Example - Event 0217 shown below

You need to run weather at a certain time each day. If weather is named **0009**, you could make the entry shown below at event 0217 below. This would play 2:30 of commercials followed by the weather. NL only needs **&0009** and we inserted "Overnight Weather" only to make it easier to read. Do not use this to schedule billable spots. Those are scheduled from Broadcast Orders.

Command Sequence Example - Event 0219 shown below

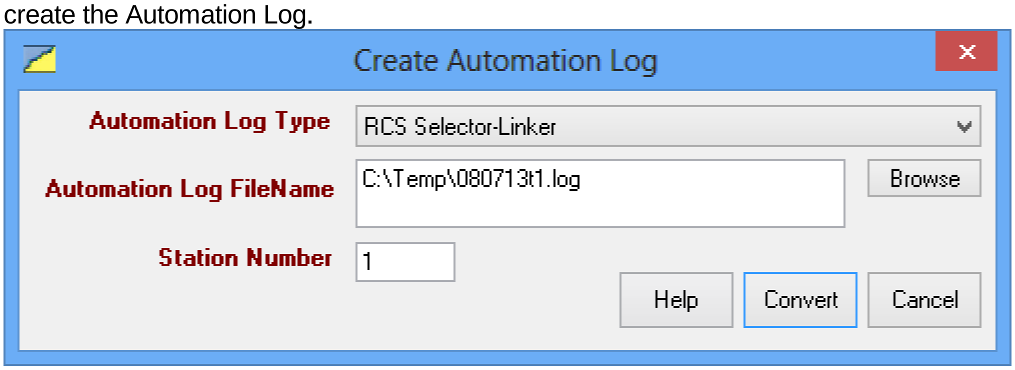
You may need to run a sequence of cuts or commands at a certain time each day. Assume you want to play a program opener (cut 2001), then play a program (cut 2002), then play a closer (cut 2003). You could enter each item on a separate line, or you could make the entry shown below at event 0219 in the Natural Log Templates. Note that a single space is inserted between each command or cut and 'My Way Program' is an optional description.

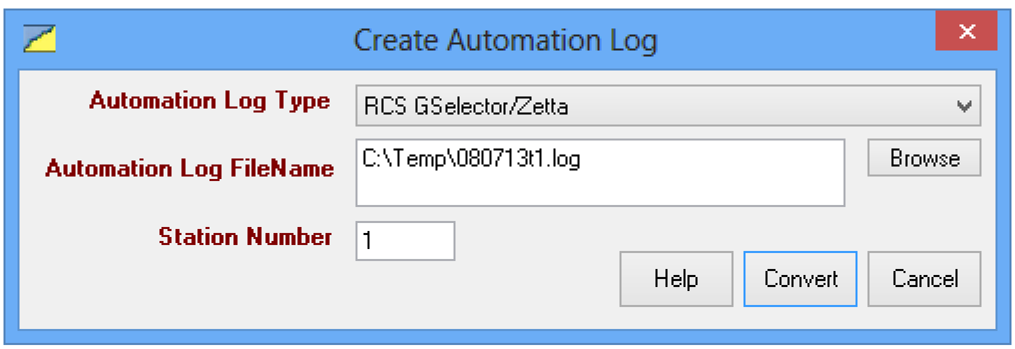


RCS™ Selector/Linker & GSelector/Zetta Automation Log

This automation log uses Natural Log's Generic Text [NL-DOS] file format. See Generic Automation Text Log Format for a description of the "generic" automation log output file. We cannot assist you in configuring the GSelector / Zetta or Selector-Linker program to read this file, please contact RCS for Linker support.

Automation Logs are created in the NL Log Editor. At the Natural Log main screen, select **[Logs]**. Select an existing commercial log and then click **[Open]**. In the NL log Editor, click **[Convert-Log] [Automation Log]** to create the Automation Log.





Cut Numbers

The Natural Log RCS GSelector/Zetta automation log export can use any cut numbers/names up to 8 digits of numeric and alphanumeric characters, however some automation systems are further limited.

Log Reconciliation is Supported for RCS GSelector/Zetta Only

The Natural Log system does reconcile RCS GSelector/Zetta .REC aired logs.

Output & Input Log FileNames

Output (send) log file

mmddyyT#.LOG	mm is month, dd is day, yy is year station#, T means Traffic, #=station ID
080713T1.LOG	is Traffic Log for Aug 07, 2013 for station #1

Input (Reconcile) log file

mmddyy.REC	mm is month, dd is day, yy is year
080713.log	is run log for Aug 07, 2013

GSelector/Linker Automation Commands

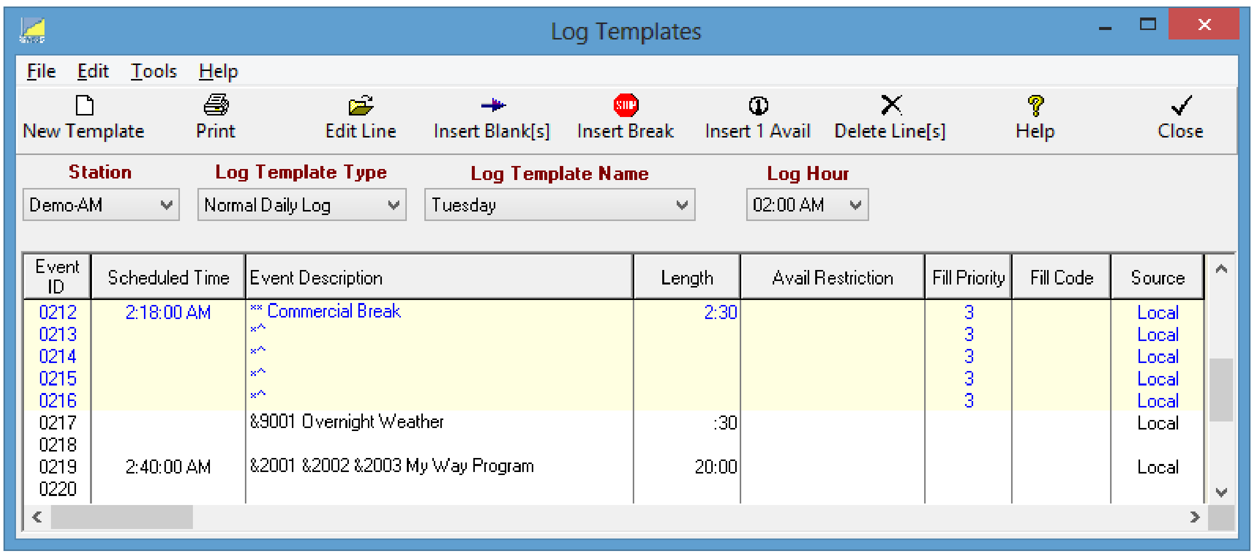
Natural Log can send commands to the automation (such as source switching) On the Natural Log Templates, simply enter **&** and then the command code letter/numbers in the Event description. NL will pick up the command or cut name to play by capturing all characters between **&** and the first space in the event description.

Play Non-Commercial AudioCut Example - Event 0217 shown below

You need to run weather at a certain time each day. If weather is named **0009**, you could make the entry shown below at event 0217 below. This would play 2:30 of commercials followed by the weather. NL only needs **&0009** and we inserted "Overnight Weather" only to make it easier to read. Do not use this to schedule billable spots. Those are scheduled from Broadcast Orders.

Command Sequence Example - Event 0219 shown below

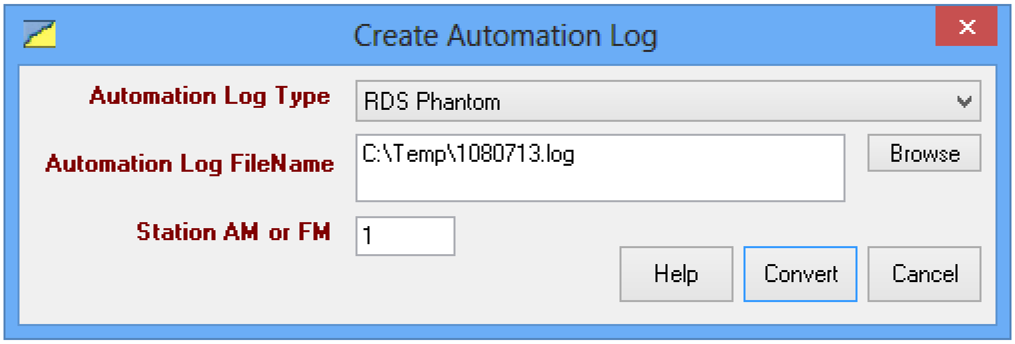
You may need to run a sequence of cuts or commands at a certain time each day. Assume you want to play a program opener (cut 2001), then play a program (cut 2002), then play a closer (cut 2003). You could enter each item on a separate line, or you could make the entry shown below at event 0219 in the Natural Log Templates. Note that a single space is inserted between each command or cut and 'My Way Program' is an optional description.



RDS Phantom™ Automation

In RDS Phantom itself you must set RDS Phantom to import form "Other" traffic type to read the file created by NL.

Automation Logs are created in the NL Log Editor. At the Natural Log main screen, select **[Logs]**. Select an existing commercial log and then click **[Open]**. In the NL log Editor, click **[Convert-Log] [Automation Log]** to create the Automation Log.



RDS Phantom Cut Numbers

The Phantom can use any cart ID's from 1 to 8 alphanumeric characters. All you need to do is enter the Phantom cut ID for the particular commercial spot into the "CopyID" field in the Natural Log system when entering the order lines. Make sure the number in NL matches the number in Phantom.

Log Reconciliation is supported for RDS Phantom

Copy the play log file for the selected single date onto a floppy disc or to a folder on your LAN, and use the **[Convert-Log] [Reconcile Schedule-Log with Play-Log]** function in the **Log Editor** section of Natural Log, with the day's log loaded into the NL Log Editor. You will need to use the [Browse] button to point NL to the Play-Log. Natural Log will read the run times and generate a discrepancy report.

Output & Input Log FileNames

Output (send) log file

?Mmmddyr.LOG	?M is AM/FM, mm=month, dd=day,yr=yr
FM080713.LOG	is FM Send Log for 08-07-13

Input (reconcile) log file

?Mmmddyr.LOG	mm is month, dd is day, yr is year
FM080713.LOG	is FM Play Log for 08-07-13

RDS Phantom Commands

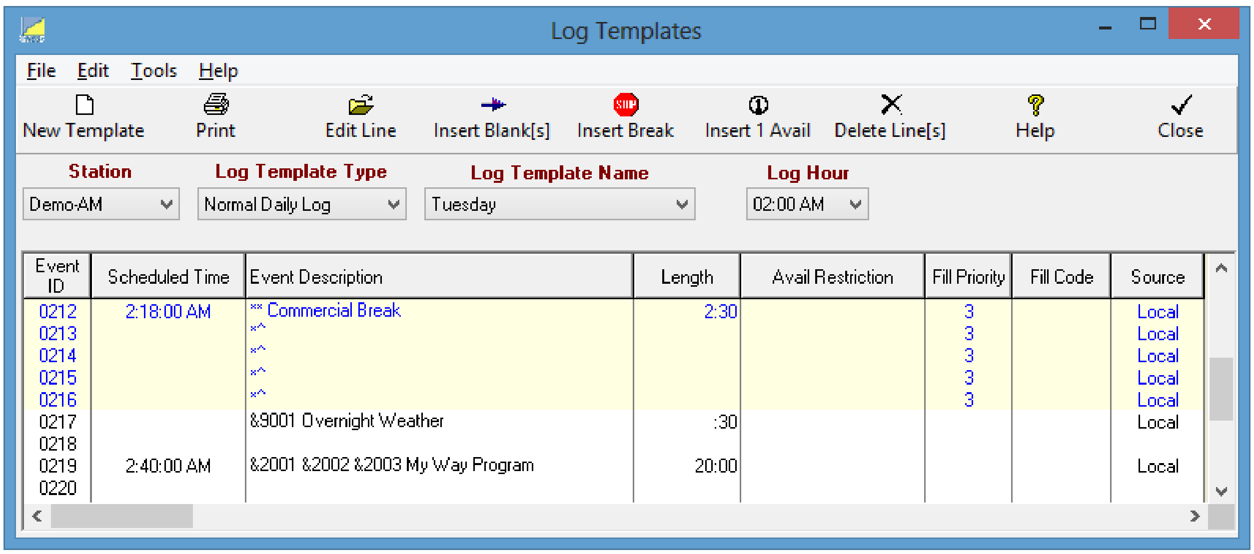
Commands can be sent to the Phantom (such as source switching) from the Natural Log system. On the Natural Log Templates, simply enter **&** and then the command code letter/numbers in the Event description. NL will pick up the command or cut name to play by capturing all characters between **&** and the first space in the event description. You may also enter more than one command per line, just enter a space between each command, and start each command with **&**.

Play Non-Commercial AudioCut Example - Event 0217 shown below

You need to run weather at a certain time each day. If weather is named **0009**, you could make the entry shown below at event 0217 below. This would play 2:30 of commercials followed by the weather. NL only needs **&0009** and we inserted "Overnight Weather" only to make it easier to read. Do not use this to schedule billable spots. Those are scheduled from Broadcast Orders.

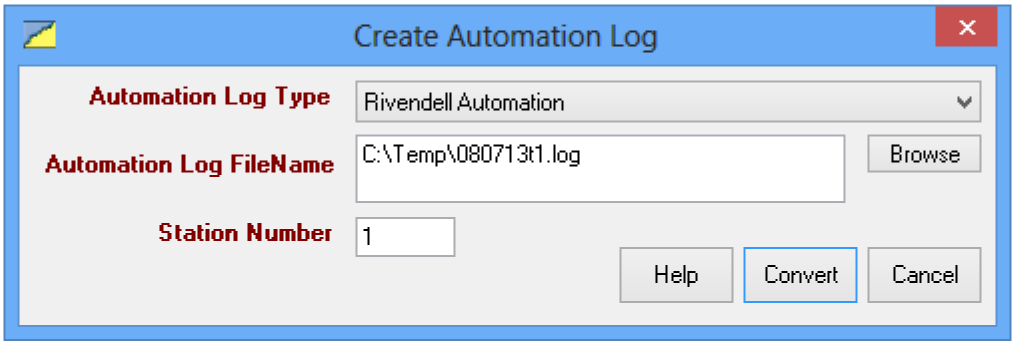
Command Sequence Example - Event 0219 shown below

You may need to run a sequence of cuts or commands at a certain time each day. Assume you want to play a program opener (cut 2001), then play a program (cut 2002), then play a closer (cut 2003). You could enter each item on a separate line, or you could make the entry shown below at event 0219 in the Natural Log Templates. Note that a single space is inserted between each command or cut and 'My Way Program' is an optional description.



Rivendell™ Automation

This Log interface exports and reconciles a log in the format as specified by the Rivendell developers. Automation Logs are created in the NL Log Editor. At the Natural Log main screen, select **[Logs]**. Select an existing commercial log and then click **[Open]**. In the NL log Editor, click **[Convert-Log] [Automation Log]** to create the Automation Log. **NOTE:** Rivendell users will need to configure the Traffic Data Import settings in Rivendell as shown below.



Configure the Rivendell Traffic Data Import

The Rivendell system interface must be configured to read the Natural Log data in the following format using **RDAdmin=>ManageServices=>ServiceName=>Edit Services** in Rivendell.

Field	Offset	Length
Cart Number	9	8
Title	19	40
Start Time-Hours	0	2
Start Time-Minutes	3	2
Start Time-Seconds	6	2
Length - Hours	61	2
Length - Minutes	64	2
Length - Seconds	67	2
All Other Fields	0	0

Rivendell Cart Numbers

NL can use any cart number used in Rivendell: numeric from 000001 to 999999 [or 1 to 999999 if you choose not to use leading 0's in NL]. Be sure to check your Rivendell documentation for limits on valid Rivendell cart numbers. Make sure the CopyID number entered on the Broadcast Order in NL system exactly matches the cart number in the Rivendell system exactly

Log Reconciliation is supported For Rivendell

You will need to obtain an "As Played Report" from Rivendell named in the format MMDDYY.TXT. The Rivendell Technical Playout Report must be generated as a separate report for each day's log. To create the report in Rivendell:

RDAdmin > Manage Reports > Add > Enter Name > Select Export Filter > Technical Playout Report

Use the DEFAULT settings for this report in Rivendell EXCEPT:

1. **Cart Number Parameters => Digits** must be set to 6
2. **Cart Number Parameters => Use Leading 0's** may be X or blank depending on how you name / number your cuts in NL. [e.g cart 234 or cart 000234]
3. Be sure to select click **X** next to **Export Events From** => **Traffic Log**
4. The filename wildcards in **Linux Export Path %m%d%y.txt** to get a file named mmddyy.txt

Output & Input Log FileNames

Output (send) log file

mmddyrT#.LOG	mm is month, dd is day, yr is year
110295T1.LOG	Send Log for 11-02-95 station # 1

Input (reconcile) log filename Rivendell Technical Playout Report

mmddyy.txt	mm is month, dd is day, yr is year
110295.txt	Read Log for 11-02-95

Rivendell Commands

You can also use **&** to play an audio cut from the Log Format for non-billable items. Just enter **&** followed immediately (no spaces) by the audio cut number as the event description in the Natural Log Template Setup (**&####**). This is useful for scheduling weather, jingles, ID's, etc.

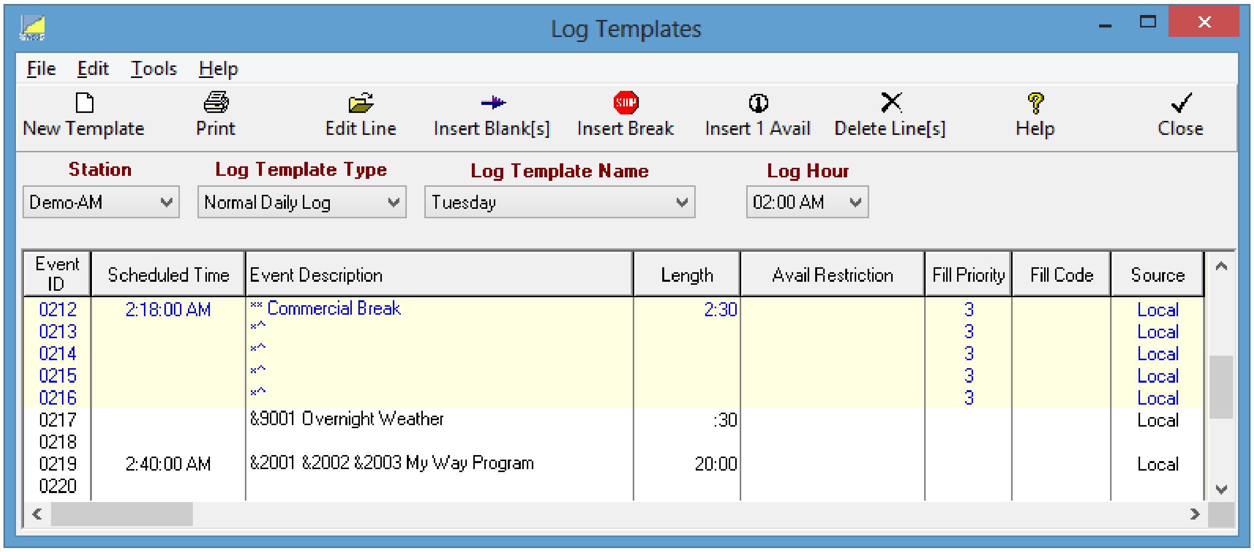
Play Non-Commercial AudioCut Example - Event 0217 shown below

Assume you need to run weather at a certain time each day. If weather is named **0009**, you could make the entry shown below at event 0217 below. This would play 2:30 of commercials followed by the weather. NL only needs **&0009** and we inserted "Overnight Weather" only to make it easier to read. Do not use this to schedule billable spots. Those are scheduled from Broadcast Orders.

Command Sequence Example - Event 0219 shown below

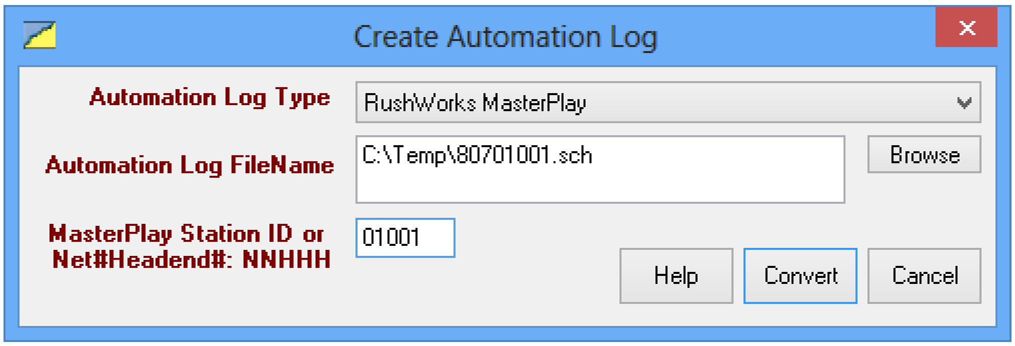
Assume you may need to run a sequence of cuts or commands at a certain time each day. Assume you want to play a program opener (cut 2001), then play a program (cut 2002), then play a closer (cut 2003). You could enter each item on a separate line, or you could make the entry shown below at event 0219 in the Natural

Log Templates. Note that a single space is inserted between each command or cut and 'My Way Program' is an optional description.



RushWorks MasterPlay™ Automation

This Log interface exports and reconciles a log in the format as specified by the RushWorks MasterPlay developers. Automation Logs are created in the NL Log Editor. At the Natural Log main screen, select **[Logs]**. Select an existing commercial log and then click **[Open]**. In the NL log Editor, click **[Convert-Log] [Automation Log]** to create the Automation Log.



MasterPlay Cut Numbers

The MasterPlay uses 11 digit cut numbers which complies with Natural Log's numbering system[any alpha and/or numeric characters can be included]. Therefore you simply enter the 11 digit MasterPlay Spot Identification number into the CopyID field when entering Order Lines in Natural Log. Make sure the number in our system matches the number in MasterPlay.

Log Reconciliation is Supported for MasterPlay

You will need to obtain a "Verification log" in the "Wide Orbit format" from MasterPlay named in the format nnhhh_YYYYMMDD.ARL. See your MasterPlay user manual to find this verification log.

Output & Input Log FileNames

Output (send) log file

MDDccccc.SCH M=#,10=A,11=B, 12=C DD=day of month, ccccc is channel or station
807DT001.SCH is send Log for Aug 07 for net/headend DT001

Input (reconciliation/verification) file

ccccc_YYYYMMDD.ARL MM=month#, DD=day, YYYY=Year, ccccc is station or channel
DT001_20130807.ARL is verification log for Aug, 07, 2013 for net/headend DT001

MasterPlay Windows & Break Numbers

The MasterPlay works with breaks within "Windows". Each break is numbered sequentially within a time Window in which it may play. If you don't explicitly set a break number, break 000 is assumed by NL.

The time "Window" usually corresponds to a program. You can, if you desire set up one Window for the full day [length as 23:59:00] but this is not recommended. It is best to set a new Window for each program to make sure the spots for that program run within that program.

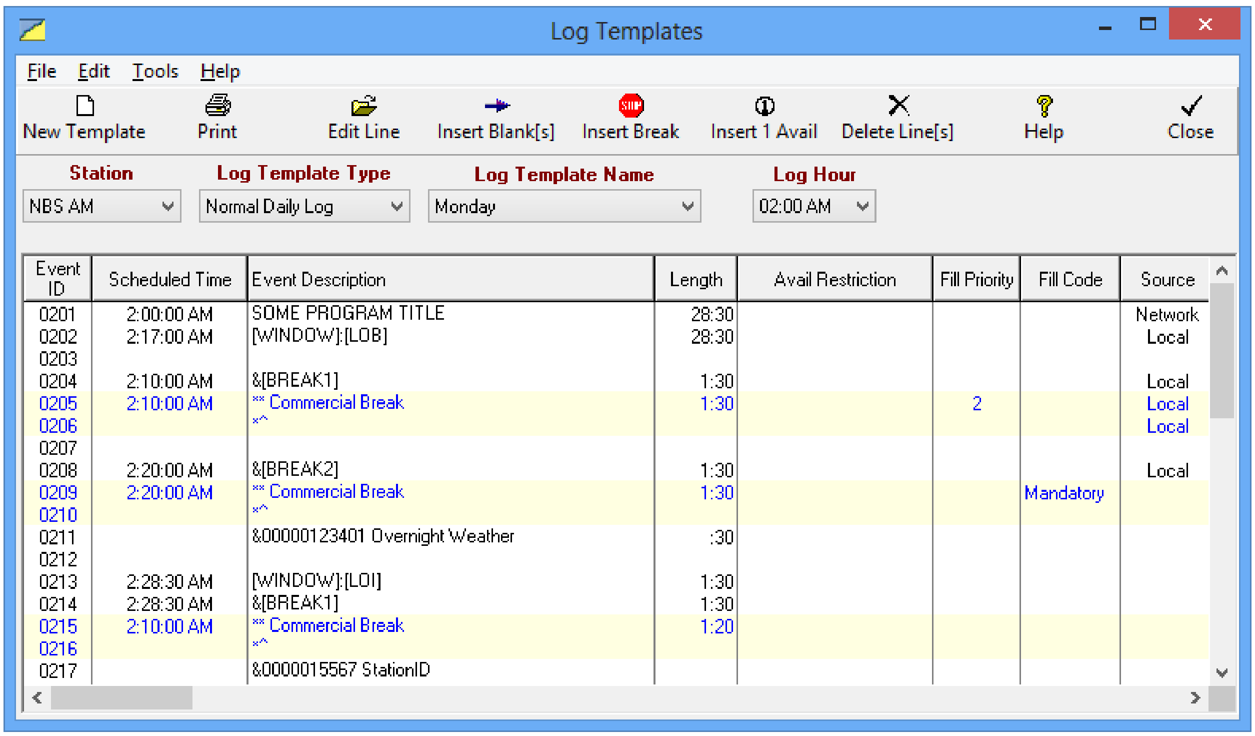
Also you must enter the "EventType" for each Window. This tells Masterplay how each item is to start within that Window. We are aware of 3 standard EventTypes which can be mapped within Masterplay [though you can map new ones within Masterplay and NL will recognize them]. Just place them after the [WINDOW] followed by a colon : then the EventType within brackets example **[WINDOW]:[LOB]** (no BLANK SPACES!):

MasterPlay Event Types for a Window:

LOI Just play after prior event [such as a long program or sequence of events to ne played]
LOB Part of a network triggered local break
LOC Part of e time-triggered local break

Specifying windows & Break Numbers in NL

Natural Log allows you to set up only those breaks you want to use in the Natural Log Templates. You need a way to identify the MasterPlay "Windows" and "Break numbers" into which the spots are to be inserted when the log conversion is done. Therefore, at the beginning of each new "Window" [or program] you must enter the line of text in NL log templates as shown below.



Note: You must enter the length of the Window in the length column in the format HH:MM:SS. For example, 00:28:30. Then before each "Commercial Break" on the Natural Log Template, you need to tell it a MasterPlay "Break Number" within the defined Window. This can be **&[BREAK1]** through **&[BREAK999].** The **Some Program Title** on line 0201 isn't needed but **[Window]:[LOB]** command on line 0202 is required to define a window. LOB tells Masterplay that the Window' break events start by network trigger.

The event description **&[BREAK1]** tells Natural Log to insert any spots in the following avails into break #1 of the currently defined window in the 2AM hour in MasterPlay. Windows is defined on event 0202

&[BREAK2] would send them to break 2, and so on. If Natural Log has an "if used" break which is not needed, it won't fill the break with anything. If no spots get logged into the avails immediately following the break number line, the break is "skipped" in MasterPlay. In this way optional breaks can be set up in the log formats but skipped when not needed.

MasterPlay Commands

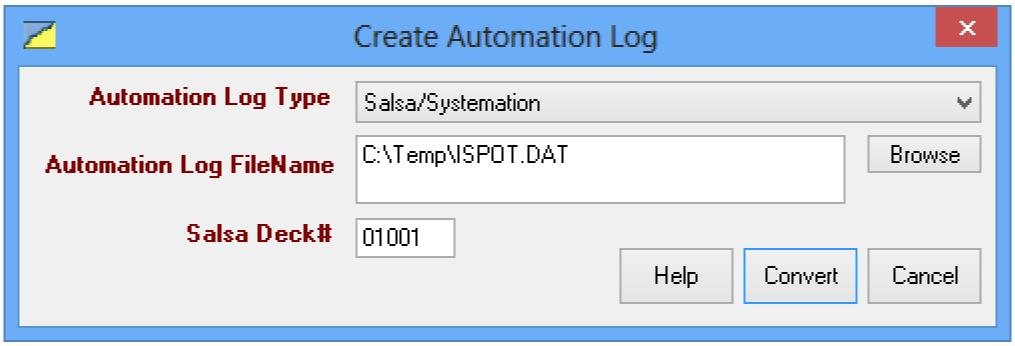
Automation commands can be sent to the MasterPlay (such as to play a specific audio cut or source switching) from Natural Log. On the Natural Log Templates, simply enter **&** and then the command code letter/numbers in the Event description. NL will pick up the command or cut name to play by capturing all characters between **&** and the first space in the event description.

Play Non-Commercial AudioCut Example Assume you need to run weather at a certain time each day. If weather is named **00000123401**, you could make the entry shown above at event 0211 above. This would play 1:00 of commercials followed by the weather all part of a 1:30 break from the network and it would be triggered by network since [LOB] is event type for this window as shown on event 0202. NL only needs **&00000123401** and we inserted "Overnight Weather" only to make it easier to read. Do not use this to schedule billable spots. Those are scheduled from Broadcast Orders.

Salsa / Systemation™ Automation

Automation Logs are created in the NL Log Editor. At the Natural Log main screen, select **[Logs]**. Select an existing commercial log and then click **[Open]**. In the NL log Editor, click **[Convert-Log] [Automation Log]** to create the Automation Log.

NL converts to the native Salsa/Systemation log format. Salsa & Systemation use the same interface so we will refer to salsa here but everything applies equally to Systemation as well.



Special Note: All spots that run within one commercial break on Salsa **must** have the same scheduled time. If Natural Log sees a "time change" from one event to the next on the log template, it assumes that a new break has begun.

Example: A 3 minute spot break may run at 1:20 but ALL spots within that break must be shown to run at 1:20, NOT 1:20, 1:21, 1:22, etc, even though they cannot all run at the same minute. Also, the break time must EXACTLY match the spot break time set up in Salsa. Keep this in mind when setting up your log formats in Natural Log.

Salsa Cut Numbers

Salsa can use any cut numbers from 1 to 9999. All you need to do is enter the Salsa cut number for the particular commercial spot into the "CopyID" field during order entry in NL. Make sure the number in NL matches the number in Salsa.

Salsa Deck or Source Numbers

When Natural Log creates the Salsa log file it must tell the automation a "source" or "deck" number from which to play the spots. When you select the **[Convert-Log][Automation Log]** in the Natural Log editor, Natural Log will display an extra enter box in which you should enter the "Source" or "Deck" number for the spots.

Log Reconciliation is supported for Salsa

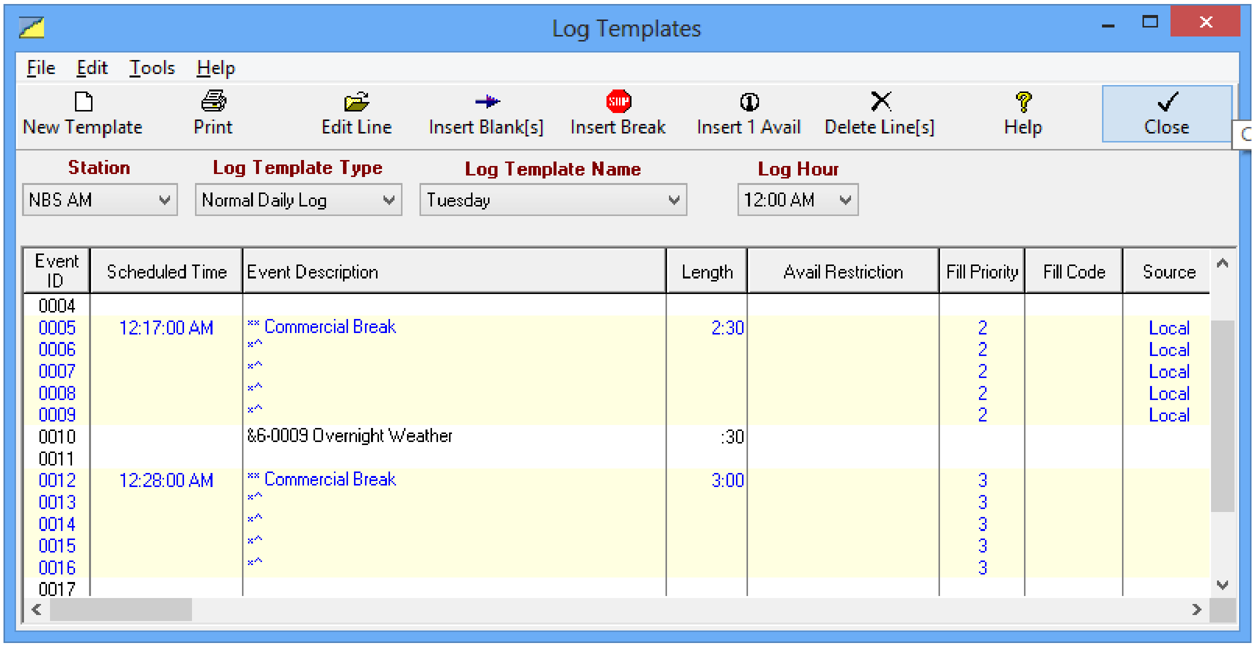
Extract the "Historical Log" from SALSA for a single date onto a floppy disc or to a folder on your LAN, and use the **[Convert-Log] [Reconcile Schedule-Log with Play-Log]** function in the **Log Editor** section of Natural Log, with the day's log loaded into the NL Log Editor. You will need to use the [Browse] button to point NL to the Play-Log. Natural Log will read the run times and print a discrepancy report.

Output & Input Filenames

Output (send) log file	ISPOT.DAT
Input (reconcile) log file	EPLOG.DAT

Salsa SpotBreaks

All items in Salsa must fall within a "SpotBreak". Note that there must be breaks set up in Salsa at the exact same time as the breaks on Natural Log or the automation will not properly load the log. NL sees every avail as part of a single break until it sees a new time in the Scheduled Time column.



Salsa Commands

Commands can be sent to the automation (such as to play certain audio cuts) from the Natural Log system. On the Natural Log Templates, simply enter **&** followed by the "Source" or "Deck" number, a dash, and then the command or cut number as the Event description. The system will read the source and command or cut ## by reading all characters between **&** and the first space in the event description.

Play Non-Commercial AudioCut Example - Event 0010 shown above

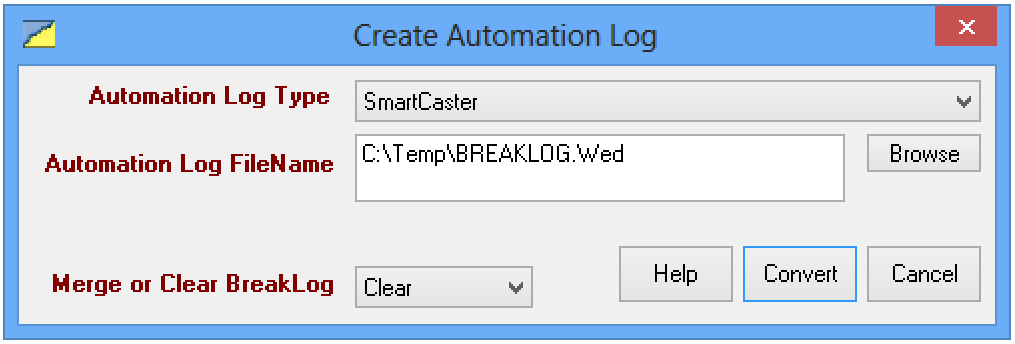
You need to run weather at a certain time each day. If weather is named **0009** from source **6**, you could make the entry shown below at event 0010 above. This would play 2:30 of commercials followed by the weather. NL only needs **&6-0009** and we inserted "Overnight Weather" only to make it easier to read. Do not use this to schedule billable spots. Those are scheduled from Broadcast Orders.

Scott Studios SS32™ Automation

See Wide Orbit™

SmartCaster™ Automation

Automation Logs are created in the NL Log Editor. At the Natural Log main screen, select **[Logs]**. Select an existing commercial log and then click **[Open]**. In the NL log Editor, click **[Convert-Log] [Automation Log]** to create the Automation Log.



SmartCaster Cut Numbers

The Smartcaster uses 5 digit cart numbers which complies with Natural Log's numbering system. Therefore you simply enter the 5 digit SmartCatser number (or letters if used) into the CopyID field when entering Order Lines in Natural Log. Make sure the number in our system matches the number in SmartCaster.

Merging NL log into SmartCaster BreakLogs

The SmartCaster Automation system uses a BreakLog into which both music and traffic can be merged. You must choose to CLEAR or MERGE NL into the BreakLog.

CLEAR If you are not using a music scheduler, we recommend you select **CLEAR** in the NL log conversion window. This will create a new completely blank BreakLog into which the NL log data will be inserted.

MERGE If you are using a music scheduler, we recommend you select **MERGE** in the NL log conversion window. This will only replace those breaks into which NL puts commercial content and NOT clear those breaks that have music loaded from a separate music scheduler.

Log Reconciliation is Supported for SmartCaster

You will need to obtain a "Verification log" from Smartcaster named LOG.ddd where ddd is the day-of-week abbreviation.

Output & Input Log FileNames

Output (send) log file

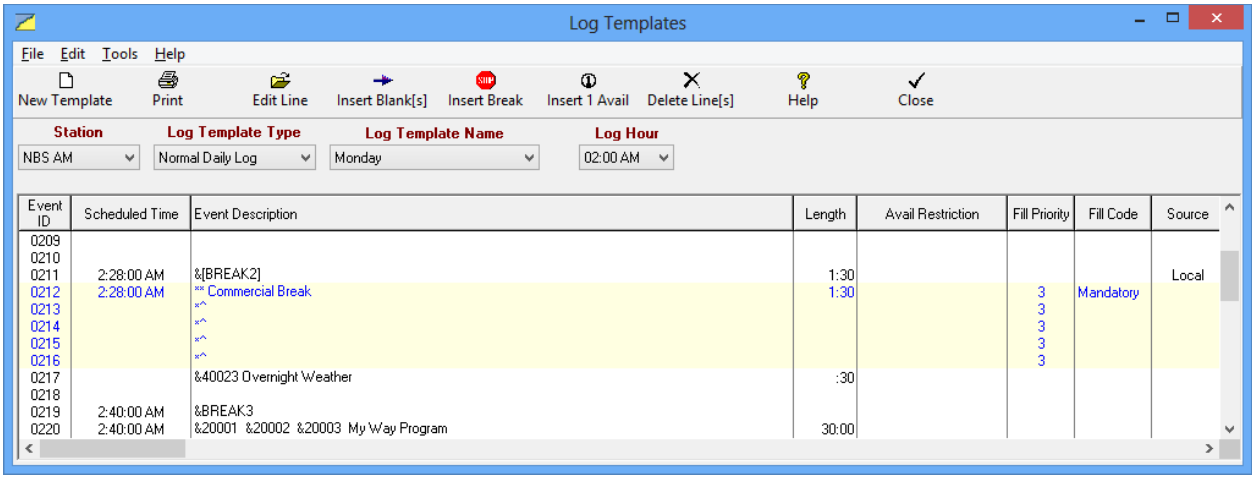
BREAKLOG.day	day=Day of week (Mon/Tue/etc)
BREAKLOG.MON	is send Log for Monday

Input (reconciliation/verification) file

LOG.ddd	where ddd is the day of week abbreviation
LOG.MON	is reconciliation/verification log for Monday

Smartcaster Break Numbers

The SmartCaster works with 12 breaks per hour into which you can insert spots. Natural Log allows you to set up only those breaks you want to use in the Natural Log Templates. You need a way to identify the Smartcaster "Break Numbers" into which the spots are to be inserted when the log conversion is done. Therefore, immediately before each "Commercial Break" on the Natural Log Template, you need to specify a SmartCaster "Break number".



SmartCaster Break Numbers and Music Scheduling

Within each hour you can have breaks numbered from 1 to 12. If you are using Smartcaster to play music as well as commercials, the music must be inserted into "breaks" as well. If this is the case, you might want to use odd breaks (1,3,5,7,9,11) as "spot breaks", and even breaks (2,4,6,8,10,12) as "music breaks". However, you may use the break numbers in any way you like as long as they are compatible with Smartcaster.

SmartCaster Commands

Automation commands can be sent to the Smartcaster (such as to play a specific audio cut or source switching) from Natural Log. On the Natural Log Templates, simply enter **&** and then the command code letter/numbers in the Event description. NL will pick up the command or cut name to play by capturing all characters between **&** and the first space in the event description.

SmartCaster -Play Non-Commercial AudioCut Example - Event 0217 shown above

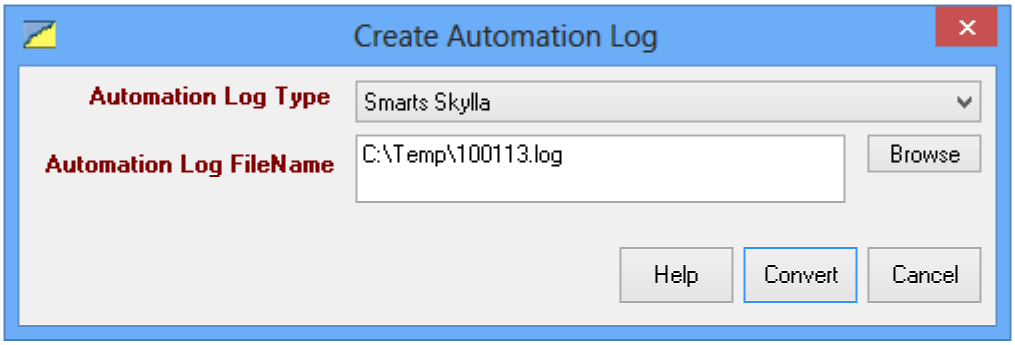
You need to run weather at a certain time each day. If weather is named **40023**, you could make the entry shown at event 0217 above. This would play 2:30 of commercials followed by the weather. NL only needs **&40023** and we inserted "Overnight Weather" only to make it easier to read. Do not use this to schedule billable spots. Those are scheduled from Broadcast Orders.

SmartCaster -Command Sequence Example - Event 0220 shown above

You may need to run a sequence of cuts or commands at a certain time each day. Assume you want to play a program opener (cut 2001), then play a program (cut 2002), then play a closer (cut 2003). You could enter each item on a separate line, or you could make the entry shown above at event 0220 in the Natural Log Templates. Note that a single space is inserted between each command or cut and 'My Way Program' is an optional description.

Smarts Skylla™ Automation

Automation Logs are created in the NL Log Editor. At the Natural Log main screen, select **[Logs]**. Select an existing commercial log and then click **[Open]**. In the NL log Editor, click **[Convert-Log] [Automation Log]** to create the Automation Log.



Skylla Cut Numbers

All you need to do is enter the cut number for the particular commercial spot into the "CopyID" field (on the NL Order Line entry screen), in the Natural Log system when entering the orders. Make sure the number in NL matches the number in the Skylla System.

Log Reconciliation is supported for Skylla

Copy the Skylla "audit" log file for the selected single date onto a floppy disc or to a folder on your LAN, and use the **[Convert-Log] [Reconcile Schedule-Log with Play-Log]** function in the **Log Editor** section of Natural Log, with the day's log loaded into the NL Log Editor. You will need to use the **[Browse]** button to point NL to the Play-Log. Natural Log will read the run times and generate a discrepancy report.

Output & Input Log FileNames

Output (send) log file

mmddyy.LOG	m is month, dd is day, yy is year
08072013.LOG	s Send Log 08-07-13

Input (reconcile) log file

PLAYLOG.##	## is day of week 01=Sunday
PLAYLOG.03	is Audit Log for Aug 7, 2013

Automation Commands

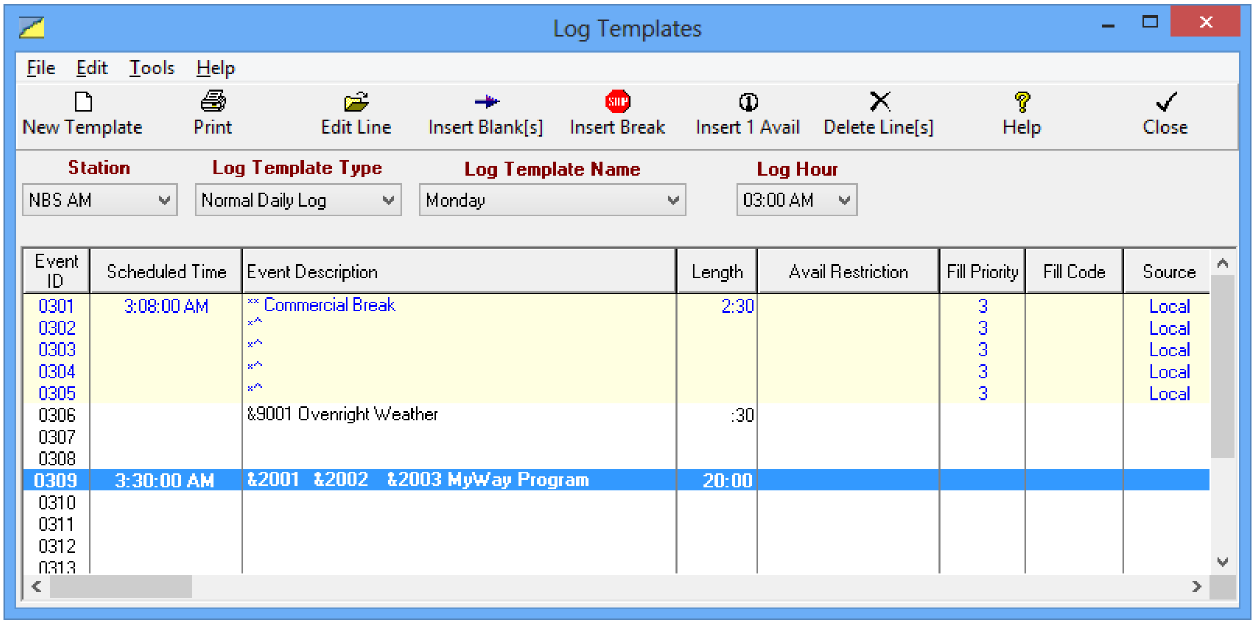
On the Natural Log Templates, simply enter **&** and then the command code letter/numbers in the Event description. NL will pick up the command or cut name to play by capturing all characters between **&** and the first space in the event description.

Play a Non-Commercial Audio Cut Example

Assume you may need to run weather at a certain time each day. If your weather is named **9001**, you could make the entry shown below at event 0306 in the Natural Log Templates. This would play 2:30 of commercials followed by the weather. Note that the length of the commercial break was reduced by the length of the weather. Once again, the computer only needs the **9001** and we inserted "Overnight Weather"only to make it easier to read for humans. Do not use this to schedule billable spots. Those are scheduled from Broadcast Orders.

Command Sequence Example

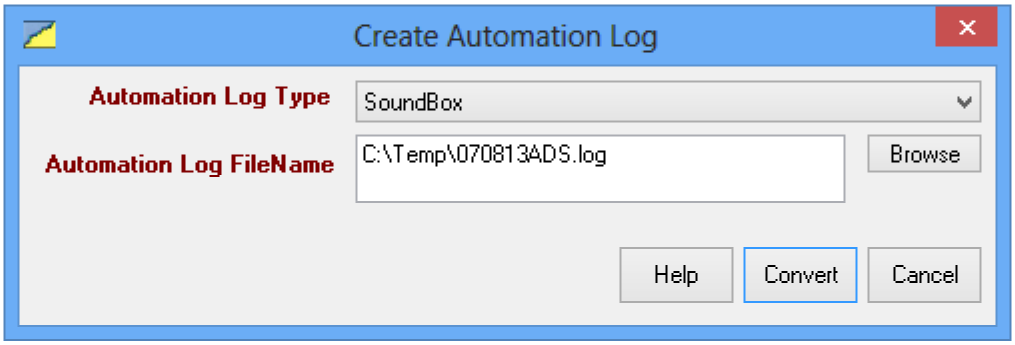
You may need to run a sequence of cuts or commands at a certain time each day. Assume you want to play a program opener (cut 000201), then play a program (cut 000202), then play a closer (cut 000203). You could enter each item on a separate line, or you could make the entry shown at event 0309 below in the Natural Log Templates. Note that a single space is inserted between each command or cut and 'MyWay is an optional description.



SoundBox™ Automation

NOTE: This output log is in the Generic Text [NL-Windows Format]. Before it can be imported into SoundBox it MUST be merged with a music log created by Natural Music [or another music scheduler], which then creates the actual merged log in the proper SoundBox log format.

Automation Logs are created in the NL Log Editor. At the Natural Log main screen, select **[Logs]**. Select an existing commercial log and then click **[Open]**. In the NL log Editor, click **[Convert-Log] [Automation Log]** to create the Automation Log.



SoundBox Cut Numbers

The SoundBox system can use any cut numbers/names. NL is limited to cut names of up to 20 characters and / or numbers. Enter the SoundBox cut ID (including any leading 0's) into the NL "CopyID" field during order line entry. See Generic Automation Text Log Format for a description of the "Generic Text [NL-Windows format].

Log Reconciliation is Not Supported for SoundBox

Output & Input Log FileNames

Output (send) log file

ddmmyr.ADS dd is day, mm is month, yr is year

70813.ADS is Send Log Aug, 07, 2013 for xxBC

Automation Commands

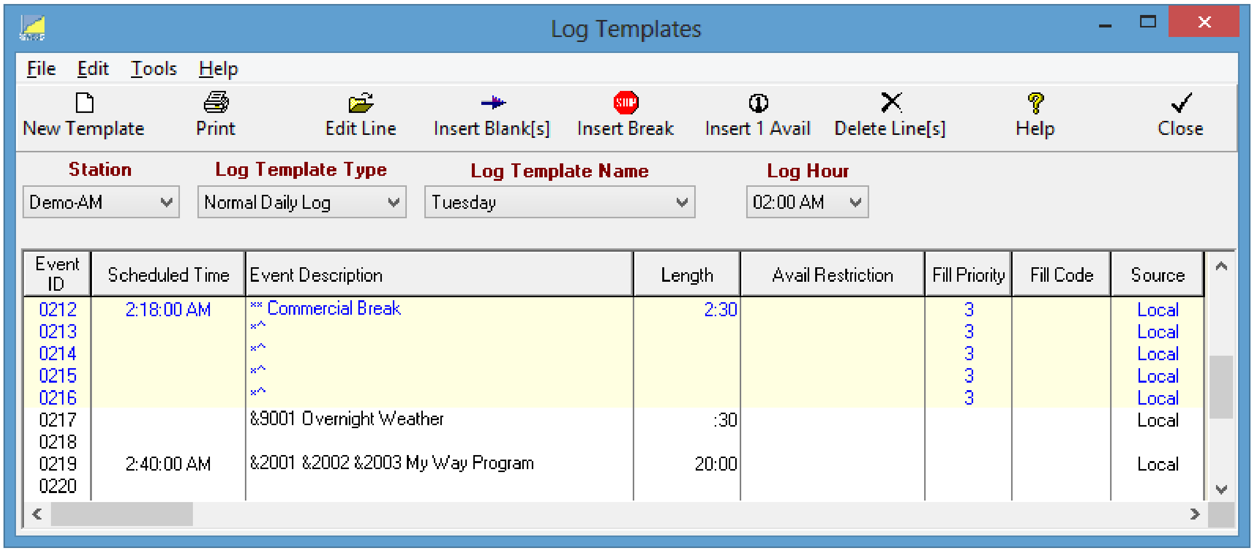
Natural Log can send commands to the automation (such as source switching) On the Natural Log Templates, simply enter **&** and then the command code letter/numbers in the Event description. NL will pick up the command or cut name to play by capturing all characters between **&** and the first space in the event description.

Play Non-Commercial AudioCut Example - Event 0217 shown below

Assume you need to run weather at a certain time each day. If weather is named **0009**, you could make the entry shown below at event 0217 below. This would play 2:30 of commercials followed by the weather. NL only needs **&0009** and we inserted "Overnight Weather" only to make it easier to read. Do not use this to schedule billable spots. Those are scheduled from Broadcast Orders.

Command Sequence Example - Event 0219 shown below

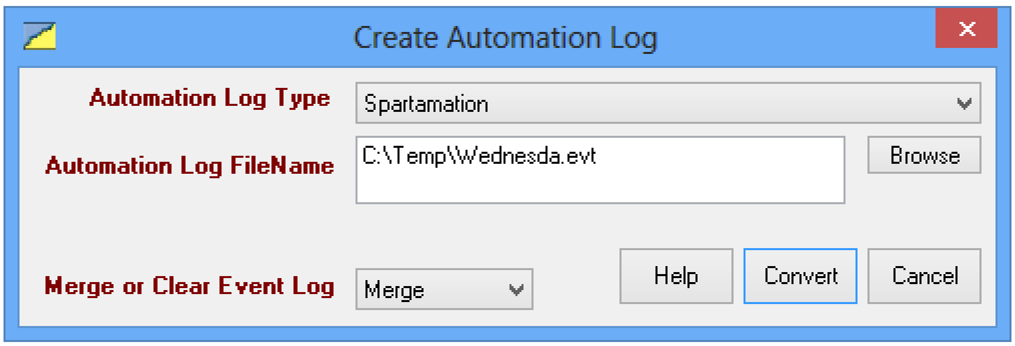
Assume you may need to run a sequence of cuts or commands at a certain time each day. Assume you want to play a program opener (cut 2001), then play a program (cut 2002), then play a closer (cut 2003). You could enter each item on a separate line, or you could make the entry shown below at event 0219 in the Natural Log Templates. Note that a single space is inserted between each command or cut and 'My Way Program' is an optional description.



Spartamation™[formerly: EZ-Broadcaster™ / EZ-2000™ Automation]

There are automation system versions covered by this section: **Spartamation**, **EZ-Broadcaster** and **EZ-2000**. The only difference is in the cut numbering system and log filenames as described below. All other references herein to Spartamation, also apply to EZ-Broadcaster and EZ-2000 unless otherwise noted. You must select the correct type in NL because the log files are not interchangeable between these 3 systems!

Automation Logs are created in the NL Log Editor. At the Natural Log main screen, select **[Logs]**. Select an existing commercial log and then click **[Open]**. In the NL log Editor, click **[Convert-Log] [Automation Log]** to create the Automation Log.



Spartamation Cut Numbers

Spartamation and EZ-2000 use 7 alphanumeric characters to identify audio cuts. All you need to do is enter the Spartamation or EZ-2000 cut ID for the particular commercial spot into the "CopyID" field in the Natural Log system when entering the order lines. Make sure the number in our system matches the number in EZ Broadcaster/EZ-2000 system. [NOTE: The EZ Broadcaster Automation system uses 4 digit cart numbers from 1 to 9998 which can be entered directly into Natural Log orders. **(Spot 9999 is used as an "empty" spot marker)**.]

Merging NL log into Spartamation or EZ Automation Event Logs

The EZ Broadcaster Automation system uses an event log into which both music and traffic can be merged. You must choose to CLEAR or MERGE NL into the EZ event log.

CLEAR If you are not using a music scheduler, we recommend you select **CLEAR** in the NL log conversion window. This will create a new completely blank event log into which the NL log data will be inserted.

MERGE If you are using a music scheduler, we recommend you select **MERGE** in the NL log conversion window. This will only replace those breaks into which NL puts commercial content and NOT clear those breaks that have music loaded from a separate music scheduler.

Log Reconciliation is supported for Spartamation / EZ & EZ-2000

Copy the play log file for the selected single date onto a floppy disc or to a folder on your LAN, and use the **[Convert-Log] [Reconcile Schedule-Log with Play-Log]** function in the **Log Editor** section of Natural Log, with the day's log loaded into the NL Log Editor. You will need to use the [Browse] button to point NL to the Play-Log. Natural Log will read the run times and generate a discrepancy report.

Output & Input Log FileNames

Output (send) log file for EZ-Broadcaster

ddd.SPT	ddd=Day of week (MON, TUE, WED...)
MON.SPT	is Send Log (spots) for Monday

Output (send) log file for Spartmation and EZ-2000

ddd.EVT	ddd=Day of week (MON, TUE, WED...)
MON.EVT	is Send Log (spots) for Monday

Input (reconcile) log file for Spartmation / EZ-Broadcaster / EZ-2000

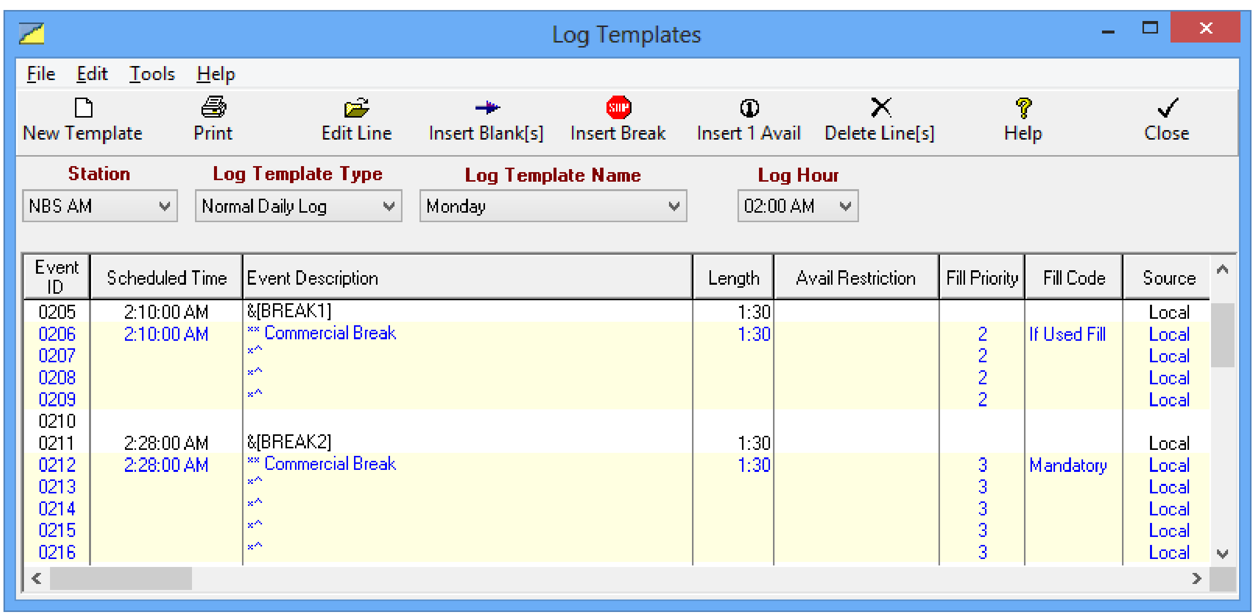
mm-dd-yy.TXT	mm=Month dd=Day yy=Year
0807-13.TXT	is the "Aired" log for Aug 07 2013

Spartamation / EZ-Broadcster / EZ-2000 Break Numbers

The Spartamation / EZ Broadcaster / EZ-2000 systems all work with 10 breaks per hour into which you can insert up to 10 spots each. Natural Log allows you to set up only those breaks you want to use in the Natural Log Templates. You need a way to identify the Spartamation / EZ Broadcaster / EZ-2000 "Break numbers" into which the spots are to be inserted when the log conversion is done. Therefore, immediately before each "Commercial Break" on the Natural Log Template, you need to give it an Spartamation / EZ Broadcaster / EZ-2000 "Break number". Within each hour you can have breaks numbered from 1 to 10.

Spartamation / EZ-Broadcaster / EZ-2000 Break Number Example - Events 0205 & 0211 shown below

The event description **BREAK1** tells Natural Log to insert any spots in the following avails into break #1 of the 2AM hour in EZ Broadcaster/EZ 2000. **BREAK2** would send them to break 2, and so on. If Natural Log has an "if used" break which is not needed, it won't fill the break with anything. If no spots get logged into the avails immediately following the break number line, the break is "skipped" in Spartamation / EZ Broadcaster / EZ-2000. In this way optional breaks can be set up in the log formats but skipped when not needed.



Spartamation / EZ-Broadcaster / EZ-2000 Commands

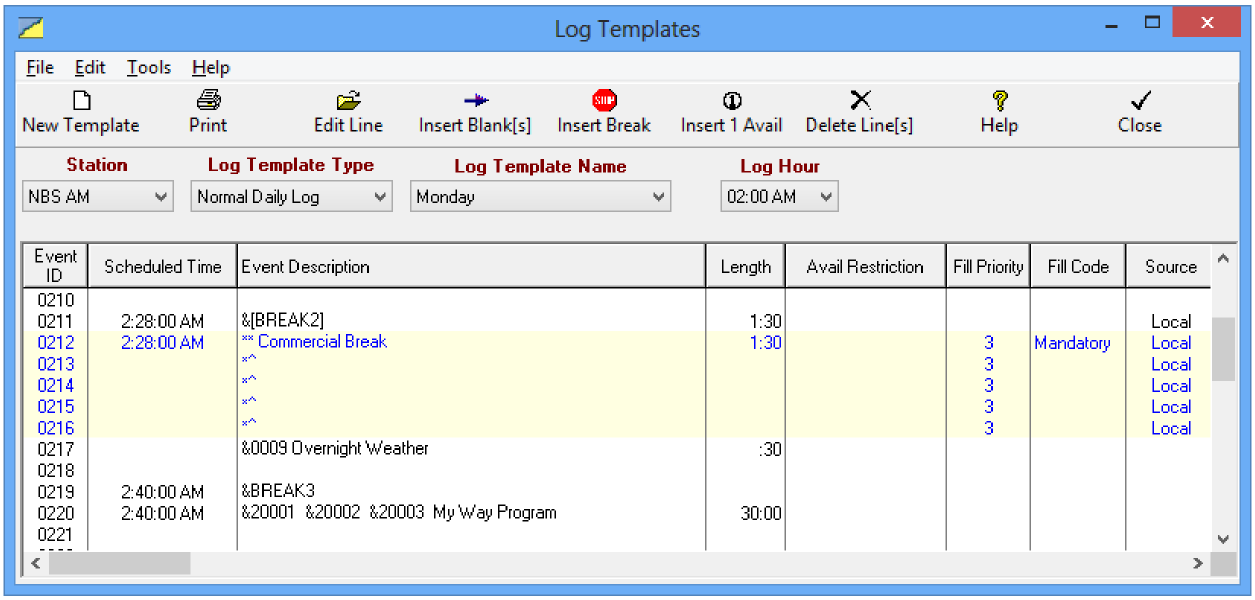
Commands can be sent to the automation (such as source switching if available in the automation). On the Natural Log Templates simply enter **&** and then the command code letter/numbers in the Event description. NL will pick up the command or cut name/number to play by capturing all characters between **&** and the first space in the event description.

Play Non-Commercial AudioCut Example - Event 0217 shown below

You need to run weather at a certain time each day. If weather is named **0009**, you could make the entry shown below at event 0217 below. This would play 2:30 of commercials followed by the weather. NL only needs **&0009** and we inserted "Overnight Weather" only to make it easier to read. Do not use this to schedule billable spots. Those are scheduled from Broadcast Orders.

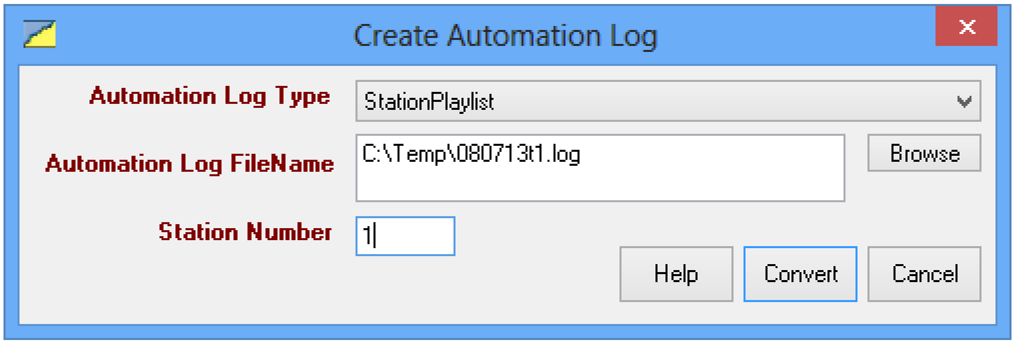
Command Sequence Example - Event 0220 shown below

You may need to run a sequence of cuts or commands at a certain time each day. Assume you want to play a program opener (cut 2001), then play a program (cut 2002), then play a closer (cut 2003). You could enter each item on a separate line, or you could make the entry shown below at event 0220 in the Natural Log Templates. Note that a single space is inserted between each command or cut and 'My Way Program' is an optional description.



StationPlaylist Automation Log

Automation Logs are created in the NL Log Editor. At the Natural Log main screen, select **[Logs]**. Select an existing commercial log and then click **[Open]**. In the NL log Editor, click **[Convert-Log] [Automation Log]** to create the Automation Log.



Cut Numbers

The Natural Log "Generic Text [NL Windows Format]" is used to send logging information to StationPlaylist and can use any cut numbers/names up to 20 digits of numeric and alphanumeric characters. StationPlaylist import filter must be configured to read this text file. See Generic Automation Text Log Format.

Log Reconciliation is Supported for StationPlaylist

The Natural Log system can reconcile with the aired log as created by StationPlaylist. Contact StationPlaylist tech support for specifics on creating and locating this aired log file.

Important Warning: For reconciliation to work properly, the NL CopyID must appear in the 10th column of the aired log. To accomplish this:

1. StationPlaylist Studio must use the “default output” when creating the as-aired log, and;
2. StationPlaylist Spot Files need to have the NL CopyID entered in the CLIENT box of the StationPlaylist file tag. This can be done using the StationPlaylist Track Tool.

Copy the aired log file created by StationPlaylist onto a floppy disc or to a folder on your LAN, and use the **[Convert-Log] [Reconcile Schedule-Log with Play-Log]** function in the **Log Editor** section of Natural Log, with the day's log loaded into the NL Log Editor. You will need to use the [Browse] button to point NL to the aired log. Natural Log will read the run times and print a discrepancy report.

Output & Input Log FileNames

Output (send) log file

mmddyyT#.LOG	mm is month, dd is day, yy is year
080713T1.LOG	is Send Log Aug 7, 2013 for station1

Input (reconcile) log file

Sspot-yymmdd.csv	yy is year, mm is month, dd is day
Sspot-130807.csv	is aired log for Aug 7, 2013

StationPlaylist - Automation Commands

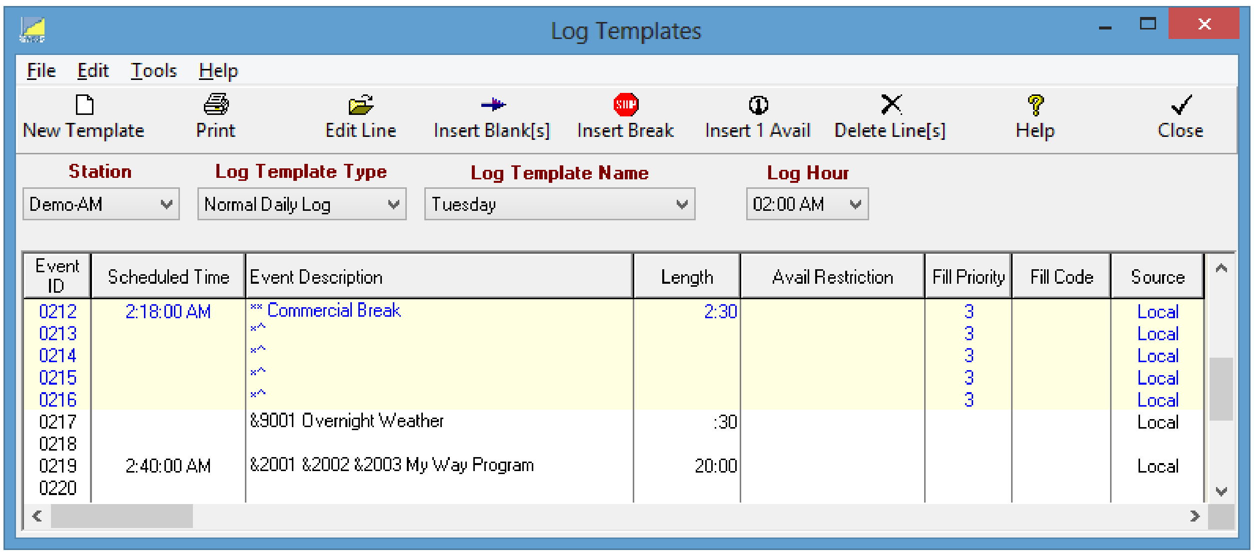
You can use Natural Log to hard-code audio cuts and commands into your Natural Log templates. On the Natural Log Templates, simply enter **&** and then the command code letter/numbers in the Event description. NL will pick up the command or cut name to play by capturing all characters between **&** and the first space in the event description. This is NOT to be used for any billable item, only use this for jingles, liners, etc. that never move on the log and are not billable.

Play Non-Commercial AudioCut Example - Event 0217 shown below

Assume you need to run weather at a certain time each day. If weather is named **0009**, you could make the entry shown below at event 0217 below. This would play 2:30 of commercials followed by the weather. NL only needs **&0009** and we inserted "Overnight Weather" only to make it easier to read. Do not use this to schedule billable spots. Those are scheduled from Broadcast Orders.

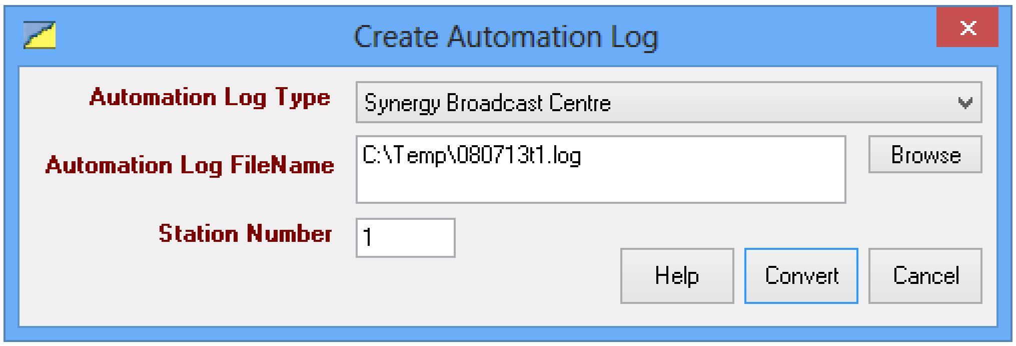
Command Sequence Example - Event 0219 shown below

Assume you may need to run a sequence of cuts or commands at a certain time each day. Assume you want to play a program opener (cut 2001), then play a program (cut 2002), then play a closer (cut 2003). You could enter each item on a separate line, or you could make the entry shown below at event 0219 in the Natural Log Templates. Note that a single space is inserted between each command or cut and 'My Way Program' is an optional description.



Synergy Broadcast Centre ™ Automation

Automation Logs are created in the NL Log Editor. At the Natural Log main screen, select **[Logs]**. Select an existing commercial log and then click **[Open]**. In the NL log Editor, click **[Convert-Log] [Automation Log]** to create the Automation Log. This Natural Log interface exports and reconciles a log in the format as specified by the Synergy Broadcast Centre developers.



Synergy Cut Numbers

The Synergy Broadcast Centre can use any cut alphanumeric cut numbers/names up to 20 characters. All you need to do is enter the Synergy cut number for the particular commercial spot into the "CopyID" field (on the Order Line entry screen) in the Natural Log system when entering the orders. Make sure the number in NL matches the number in Synergy.

Log Reconciliation is supported for Synergy

The Natural Log does read exact run times from the Synergy Traffic Reconciliation Log. Copy this file onto a floppy disc or to a folder on your LAN, and use the **[Convert-Log] [Reconcile Schedule-Log with Play-Log]** function in the **Log Editor** section of Natural Log, with the day's log loaded into the NL Log Editor. You will need to use the [Browse] button to point NL to the Play-Log. Natural Log will read the run times and print a discrepancy report.

Output & Input Log FileNames

Output (send) log file

MmddyyT#	yy=year, mm=month, dd=day, #=station
080713T#.LOG	is Send Log for Aug 7, 2013 station 1

Input (reconcile) log file

mmddyyT#.LST	yy=year, mm-month, dd=day, #=station
0807013T1.LST	is Play Log for Aug 7, 2013 station 1

Synergy Commands

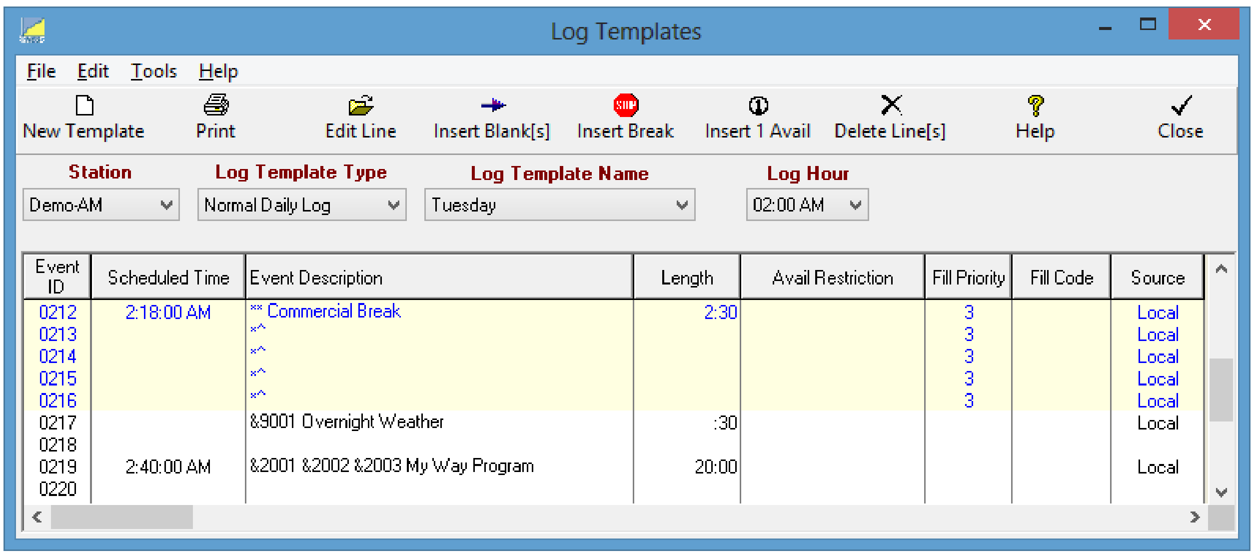
Automation Commands can be sent to the Synergy from the Natural Log system. On the Natural Log Templates, simply enter **&** and then the command code letter/numbers in the Event description. NL will pick up the command or cut name to play by capturing all characters between **&** and the first space in the event description.

Play Non-Commercial AudioCut Example - Event 0217 shown below

Assume you need to run weather at a certain time each day. If weather is named **0009**, you could make the entry shown below at event 0217 below. This would play 2:30 of commercials followed by the weather. NL only needs **&0009** and we inserted "Overnight Weather" only to make it easier to read. Do not use this to schedule billable spots. Those are scheduled from Broadcast Orders.

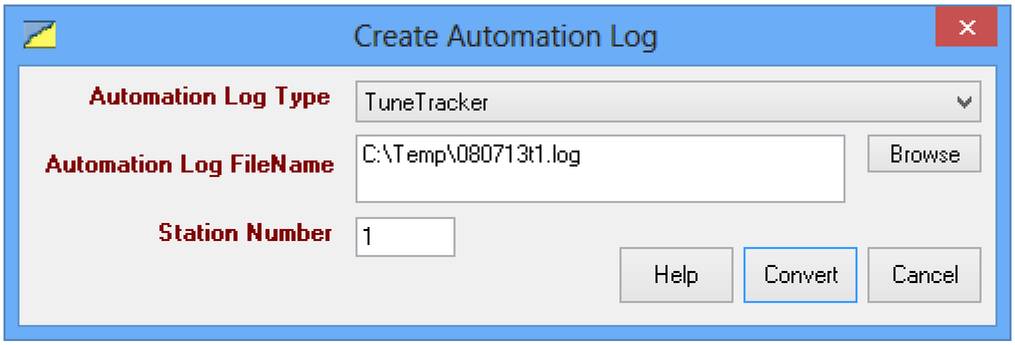
Command Sequence Example - Event 0219 shown below

Assume you may need to run a sequence of cuts or commands at a certain time each day. Assume you want to play a program opener (cut 2001), then play a program (cut 2002), then play a closer (cut 2003). You could enter each item on a separate line, or you could make the entry shown below at event 0219 in the Natural Log Templates. Note that a single space is inserted between each command or cut and 'My Way Program' is an optional description.



TuneTracker™ Automation

Automation Logs are created in the NL Log Editor. At the Natural Log main screen, select **[Logs]**. Select an existing commercial log and then click **[Open]**. In the NL log Editor, click **[Convert-Log] [Automation Log]** to create the Automation Log. This Log interface exports a log in the format as specified in the TuneTracker "Default" log import settings.



Tune Tracker Cut Numbers

The TuneTracker system uses audio cut ID's from 1 to 8 alphanumeric characters. Enter the TuneTracker cut ID (including any leading 0's) into the NL "CopyID" field during order line entry.

Log Reconciliation is supported for TuneTracker

You must obtain the TuneTracker "As Run" log. Copy this log for the selected single date onto a floppy disc or to a folder on your LAN, and use the **[Convert-Log] [Reconcile Schedule-Log with Play-Log]** function in the **Log Editor** section of Natural Log, with the day's log loaded into the NL Log Editor. You will need to use the [Browse] button to point NL to the Play-Log. Natural Log will read the run times and print a discrepancy report.

Output & Input Log FileNames

Output (send) log file:

mmddyrT#.LOG mm is month, dd is day, yr is year
080713T1.LOG is Send Log Aug 7, 2013 for station1

Input (reconcile) log file

ARmmddyy.txt TuneTracker As-Run Log
AR080713.txt

Tune-Tracker Automation Commands

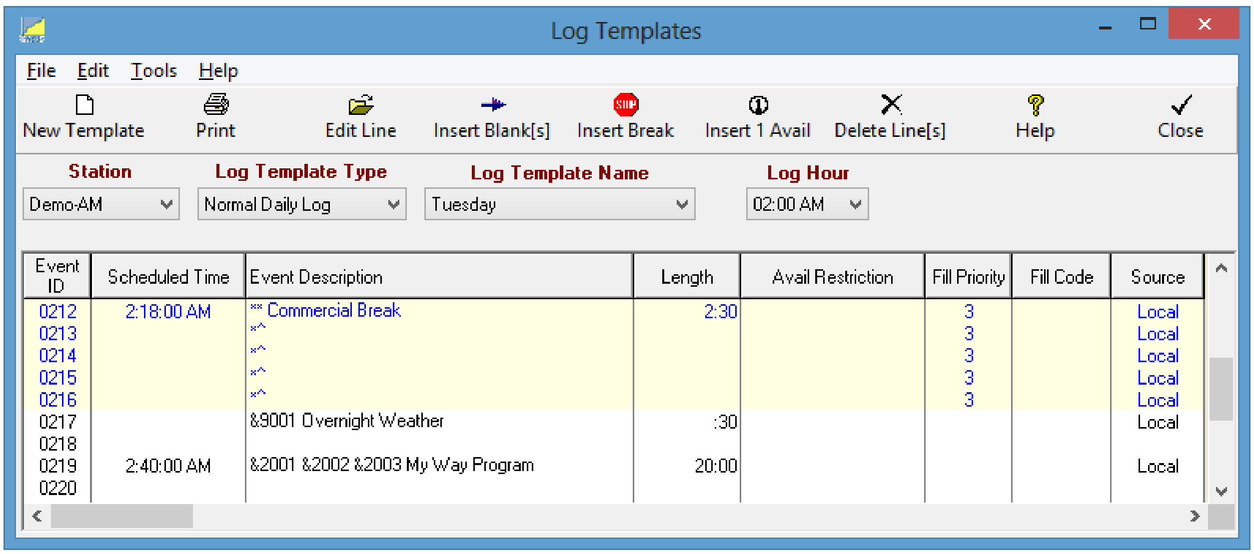
Commands can be sent to the automation (such as source switching) from the Natural Log system. On the Natural Log Templates, simply enter **&** and then the command code letter/numbers in the Event description. NL will pick up the command or cut name to play by capturing all characters between **&** and the first space in the event description.

Play Non-Commercial AudioCut Example - Event 0009 shown below

You need to run weather at a certain time each day. If weather is named **0023**, you could make the entry shown below at event 0009 below. This would play 2:30 of commercials followed by the weather. NL only needs **&0023** and we inserted "Overnight Weather" only to make it easier to read. Do not use this to schedule billable spots. Those are scheduled from Broadcast Orders.

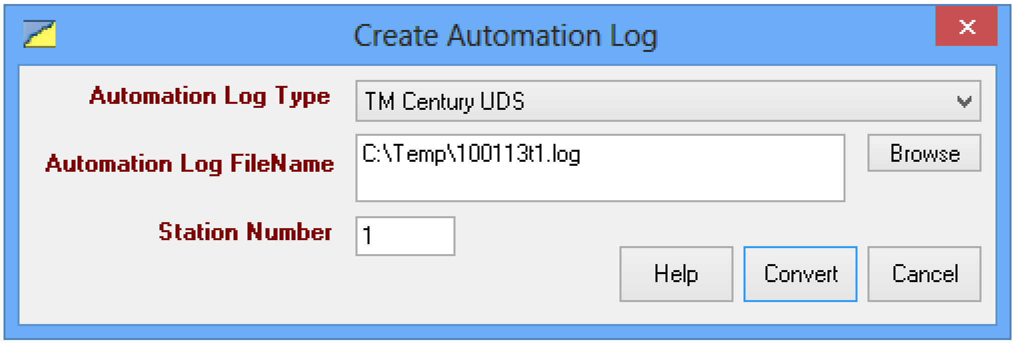
Command Sequence Example - Event 0012 shown below

You may need to run a sequence of cuts or commands at a certain time each day. Assume you want to play a program opener (cut 2001), then play a program (cut 2002), then play a closer (cut 2003). You could enter each item on a separate line, or you could make the entry shown below at event 0012 in the Natural Log Templates. Note that a single space is inserted between each command or cut and 'My Way Program' is an optional description.



TM Century UDS™ Automation

Automation Logs are created in the NL Log Editor. At the Natural Log main screen, select **[Logs]**. Select an existing commercial log and then click **[Open]**. In the NL log Editor, click **[Convert-Log] [Automation Log]** to create the Automation Log.



UDS Cut Numbers

All you need to do is enter the cut number for the particular commercial spot into the "CopyID" field (on the NL Order Line entry screen), in the Natural Log system when entering the orders. Make sure the number in NL matches the number in the UDS System.

Log Reconciliation is not supported for UDS

Output & Input Log FileNames

Output (send) log file

mmddyyyyT#.LOG	mm is month, dd is day, yy is year # is station #
080713T1.LOG	is Send Log 08-07-13 for station 1

Input (reconcile) log file

mmyyyyyy.LOG	mm is month, dd is day, yyyy is year
130807AU.LOG	is Audit Log for Aug 7, 2013

Automation Commands

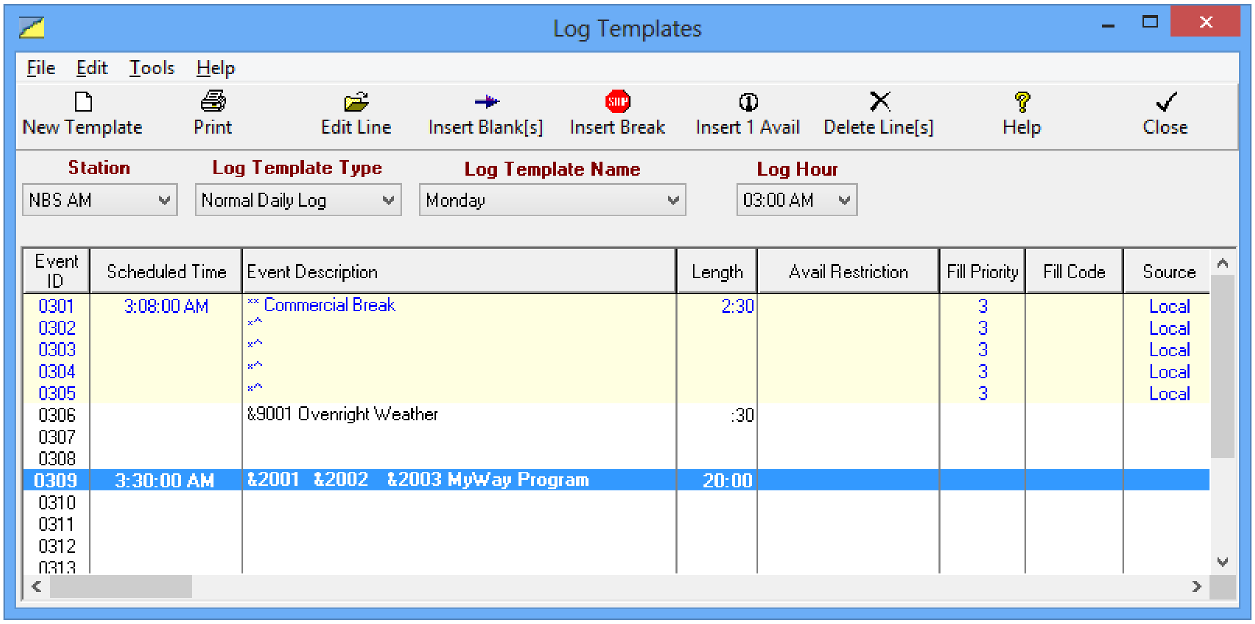
On the Natural Log Templates, simply enter **&** and then the command code letter/numbers in the Event description. NL will pick up the command or cut name to play by capturing all characters between **&** and the first space in the event description.

Play a Non-Commercial Audio Cut Example

Assume you may need to run weather at a certain time each day. If your weather is named **9001**, you could make the entry shown below at event 0306 in the Natural Log Templates. This would play 2:30 of commercials followed by the weather. Note that the length of the commercial break was reduced by the length of the weather. Once again, the computer only needs the **9001** and we inserted "Overnight Weather"only to make it easier to read for humans. Do not use this to schedule billable spots. Those are scheduled from Broadcast Orders.

Command Sequence Example

You may need to run a sequence of cuts or commands at a certain time each day. Assume you want to play a program opener (cut 000201), then play a program (cut 000202), then play a closer (cut 000203). You could enter each item on a separate line, or you could make the entry shown at event 0309 below in the Natural Log Templates. Note that a single space is inserted between each command or cut and 'MyWay is an optional description.

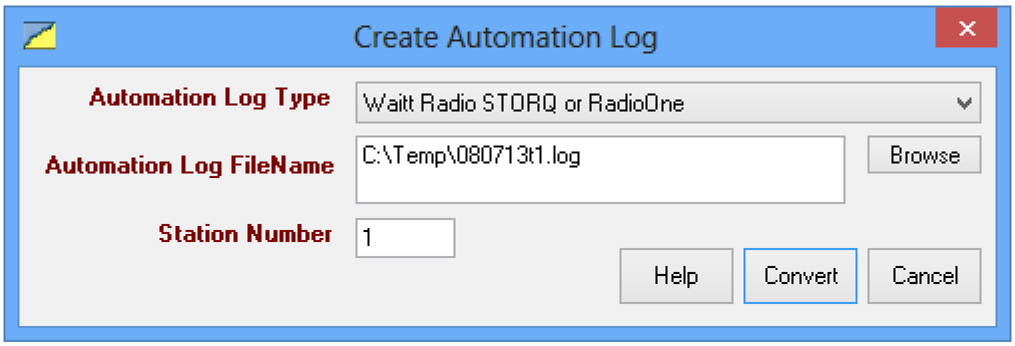

Log Templates
File Edit Tools Help
New Template
Print
Edit Line
Insert Blank[s]
Insert Break
Insert 1 Avail
Delete Line[s]
Help
Close
Station
Log Template Type
Log Template Name
Log Hour
NBS AM
Normal Daily Log
Monday
03:00 AM
Event ID
Scheduled Time
Event Description
Length
Avail Restriction
Fill Priority
Fill Code
Source
0301 3:08:00 AM ** Commercial Break 2:30 3 Local
0302 3 Local
0303 3 Local
0304 3 Local
0305 3 Local
0306 &9001 Overnight Weather :30
0307
0308
0309 3:30:00 AM &2001 &2002 &2003 MyWay Program 20:00
0310
0311
0312
0313

Waitt Radio Network STORQ™ and RadioOne™ Automation Log

Waitt Radio Network's STORQ and RadioOne use the same interface file format. **The discussion below regarding Waitt Radio Network's STORQ also applies to RadioOne**.

NOTE: This system requires a custom import filter that you must obtain (usually purchase) from the automation vendor. Natural Log uses the output file format. See Generic Automation Text Log Format for a description of the "Generic Text [NL-Windows format].

Automation Logs are created in the NL Log Editor. At the Natural Log main screen, select **[Logs]**. Select an existing commercial log and then click **[Open]**. In the NL log Editor, click **[Convert-Log] [Automation Log]** to create the Automation Log.



Cut Numbers

The STORQ™/RadioOne™ automation log export can use any cut numbers/names up to 8 digits of numeric and alphanumeric characters. Enter the STORQ cut ID (including any leading 0's) into the NL "CopyID" field during order line entry.

Log Reconciliation is Supported for STORQ Log

The Natural Log system reconciles with the STORQ "as-played" raw data [unfiltered] log. STORQ automatically creates this log. STORQ support personnel can assist you in finding this as-played log in your STORQ system. Once you initially point NL to this file, thereafter NL will remember where it is located.

We recommend you tell NL to only consider commercials [STORQ category = 2] when it reconciles with the as-played log generated by STORQ. On the NL log reconciliation screen, enter the STORQ category numbers to be included in the log scan [as defined in STORQ] separated by commas. For example to include Commercials [STORQ category 2] and PSA's [STORQ category 9] you would enter **2,9.** See your STORQ manual for category definitions.

Output & Input Log FileNames

Output (send) log file

mmddyyT#.LOG	mm is month, dd is day, yy is year
080713T1.LOG	is send log Aug 7, 2013 for station1

Input (reconcile) log file

yymmddXX.YYL	where yymmdd is date, XX is the STORQ group, YY is the STORQ workstation address
130807F2.ABL	As-Played log for Aug 7, 2013 for STORQ group F2, workstation AB.

Waitt Radio / STORQ Automation Commands

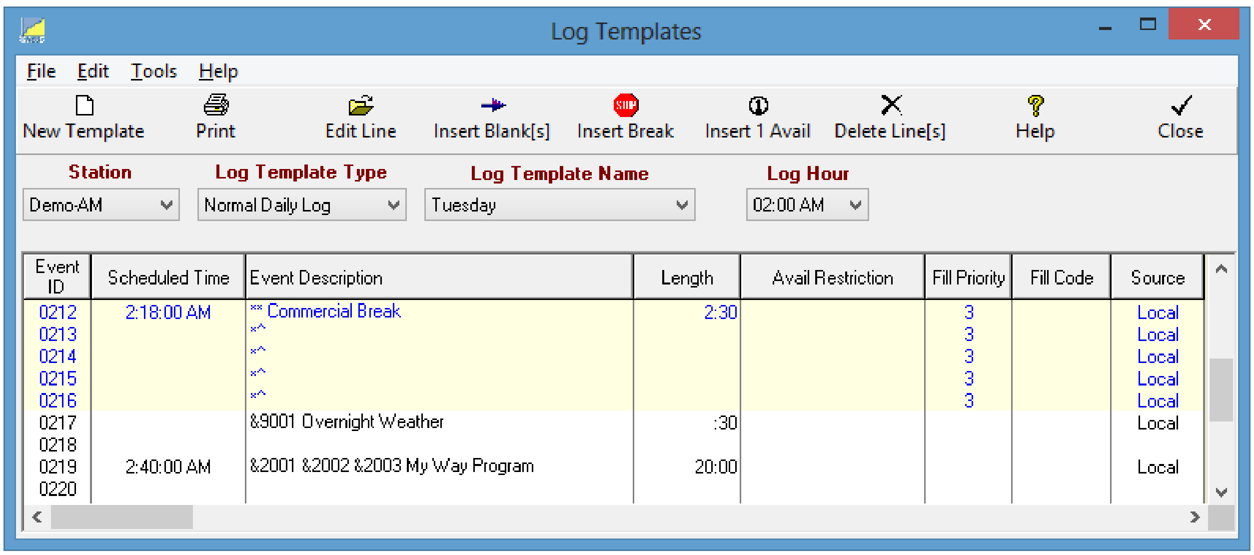
Natural Log can send commands to the automation (such as source switching) On the Natural Log Templates, simply enter **&** and then the command code letter/numbers in the Event description. NL will pick up the command or cut name to play by capturing all characters between **&** and the first space in the event description.

Play Non-Commercial AudioCut Example - Event 0217 shown below

Assume you need to run weather at a certain time each day. If weather is named **0009**, you could make the entry shown below at event 0217 below. This would play 2:30 of commercials followed by the weather. NL only needs **&0009** and we inserted "Overnight Weather" only to make it easier to read. Do not use this to schedule billable spots. Those are scheduled from Broadcast Orders.

Command Sequence Example - Event 0219 shown below

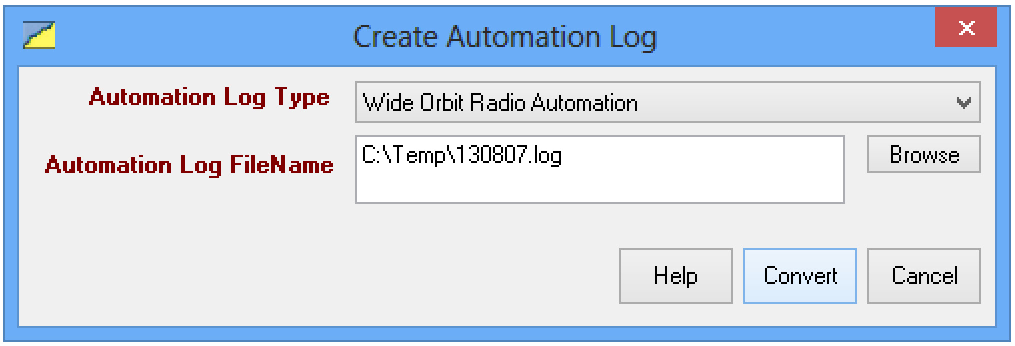
Assume you may need to run a sequence of cuts or commands at a certain time each day. Assume you want to play a program opener (cut 2001), then play a program (cut 2002), then play a closer (cut 2003). You could enter each item on a separate line, or you could make the entry shown below at event 0219 in the Natural Log Templates. Note that a single space is inserted between each command or cut and 'My Way Program' is an optional description.



Wide Orbit / Google Radio Automation & Scott Studios SS32™ Automation

These instructions apply to the Wide Orbit Radio Automation, Google Radio Automation System [GRA] as well as predecessors Scott Studios SS16, SS32, DSS, and AXS-3 systems.

Automation Logs are created in the NL Log Editor. At the Natural Log main screen, select **[Logs]**. Select an existing commercial log and then click **[Open]**. In the NL log Editor, click **[Convert-Log] [Automation Log]**



Wide Orbit / Google/ Scott SS32 Cut Numbers

The Wide Orbit / Google/ Scott SS32 system can use any cart numbers from DA0001 to DA9999 but it also uses "Categories". There can be duplicated DA####'s in different categories which means that cut DA0034 from category COM is <u>not</u> the same as cut DA0034 from category PSA. **This conflicts with NL's need to see a unique CopyID for each audio cut**.

Therefore when creating CopyID's for NL, use **CAT-DA####** as the CopyID. In place of CAT, put the 3-letter Google/SS32 category, a dash, then the DA####. If you fail to put a dash in the CopyID, NL will use whatever you put in the LogType box on the order line as the Google/SS32 "category" as did earlier versions of NL for DOS.

Log Reconciliation is supported for Wide Orbit / Google / SS32

Copy the Wide Orbit / Google / Scott Studios AIR log file for the selected single date onto a floppy disc or to a folder on your LAN, and use the **[Convert-Log] [Reconcile Schedule-Log with Play-Log]** function in the **<u>L</u>og <u>E</u>ditor** section of Natural Log, with the day's log loaded into the NL Log Editor. You will need to use the [Browse] button to point NL to the Play-Log. Natural Log will read the run times and print a discrepancy report.

NOTE: Normally your enter **[ALL]** in the **Aired Log Category(s)** box in NL log reconciliation but if you have duplicated cut numbers in different categories you may want to limit the categories considered during reconciliation. You can remove [ALL] and put in the audio cut category(s) to be included in the reconciliation of the Aired Log. For multiple categories just separate each category with a comma. All non-listed categories in the Aired Log are then ignored.

Wide Orbit Automation - Output & Input Log FileNames

Output (send) log file

yrmmdd.LOG	yr=year, mm=month, dd=day
130807.LOG	is Send Log for 08-07-2013

Input (reconcile) log file

yrmmdd.AIR	yr=year, mm-month, dd=day
130807.AIR	is Air Log for 08-07-2013

Wide Orbit / Google Radio Automation Special Merge Requirements

This does NOT apply to Scott Studios SS32. If you are using Wide Orbit or Google Radio Automation to merge a music and commercial log, the commercial log items will only be merged into the music log where there are "**Merge Markers**" in the music log. These merge markers must be of the appropriate length and start time to accept the spot breaks from NL. To create these please consult your music software vendor. The following information must be included in the merge marker on the music log:

Start Time must match the start time of the commercial break in NL.

Google Sync	**.**	[a single dot]
Google Category	**COM**	
Google Cut	**DALIVE**	

Wide Orbit / Google / Scott Studios SS32 Commands

When using automation, it is sometimes necessary to send command codes to the automation, such as source switching, playing jingles, legal ID's, etc. This is done in Natural Log by entering **TEXT** on the Natural Log Templates at whatever point you need the command to occur. You indicate to Natural Log that this is a command to be sent to the automation by preceding it with **&**. When sending commands:

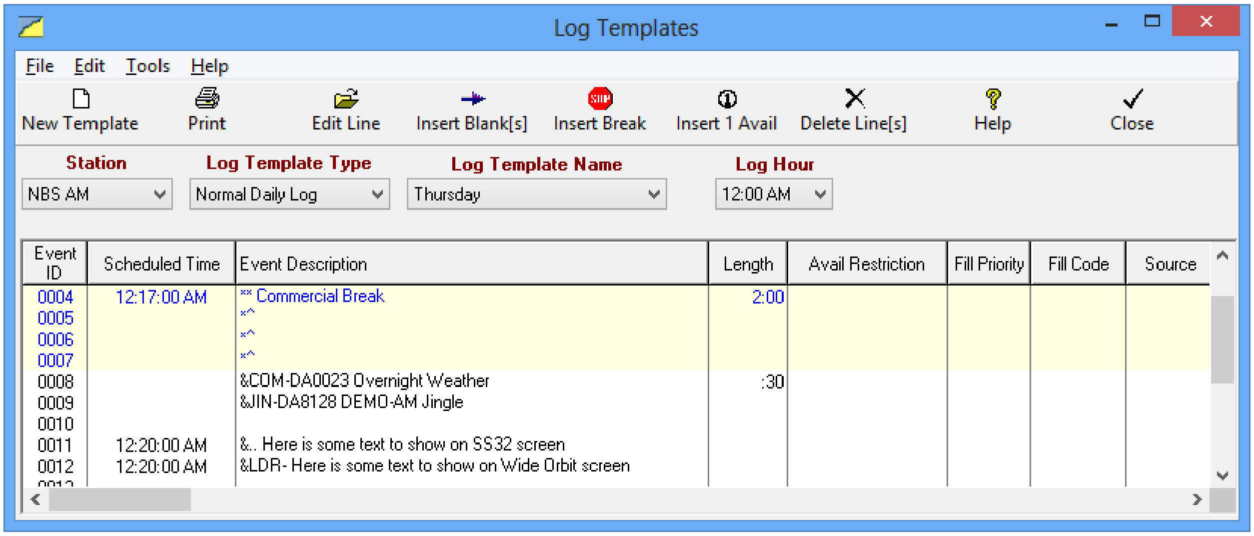
- Be sure to start with the **&**
- If you want to send a sync-code such as # or *, place it immediately after the **&**, otherwise sync will be assumed to be blank. If the sync code were to be * then you could enter **&*JIN-DA1234**
- When sending automation commands to these automation systems, always separate the "Category" and DA number with a dash. If no category, (such as with commands) do not include the dash and just put the command identifier.
- After at least 1 blank space to designate the end of the cut ####, you can put a description in the format **Title, Artist, Trivia**, **Intro, EndType** <u>separated by commas</u>. If you do not want to use all fields, just put commas with no entry for the unused fields up to the fields(s) you do want to use.
- You may include a cut length by placing it after the Description using the format {mm:ss}. Example: **&JIN-DA1243 Jingle {00:07}**

Play Non-Commercial AudioCut Example - Event 0009 shown below

You need to run weather at a certain time each day. If weather is named **DA0023** from category **COM**, you could make the entry shown below at event 0008 below. This would play 2:00 of commercials followed by the weather. NL only needs **&COM-DA0023** and we inserted "Overnight Weather" only to make it easier to read. Event 0009 calls for a jingle from category JIN cut DA8128 to be played next. <u>Do not use this to schedule billable spots.</u> Those are scheduled from <u>Broadcast Orders</u>.

Display Line of Text on Automation Screen Example - Event 0012 shown below

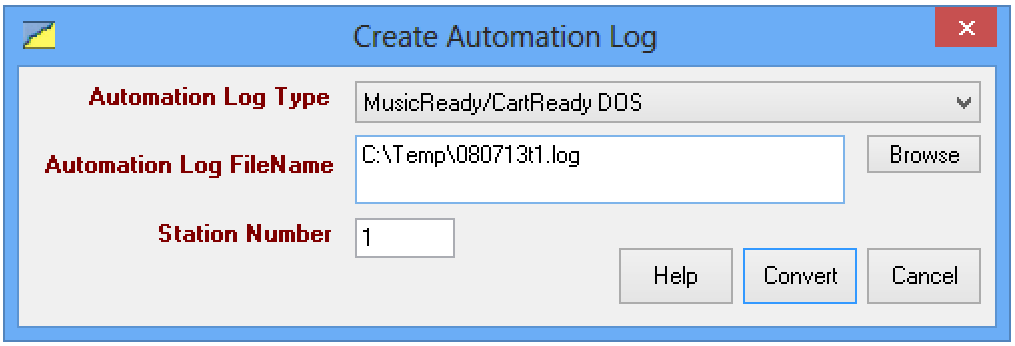
Assume you want to put a line of text on-screen in the automation system without causing anything to play. In the event description column of NL log templates put & followed by two periods then a space then the text such as shown below on event 0011. Alternatively in Wide Orbit you can enter a memo as a Category with no Cutnum, at least one space and then the text memo as shown below on event 0012.

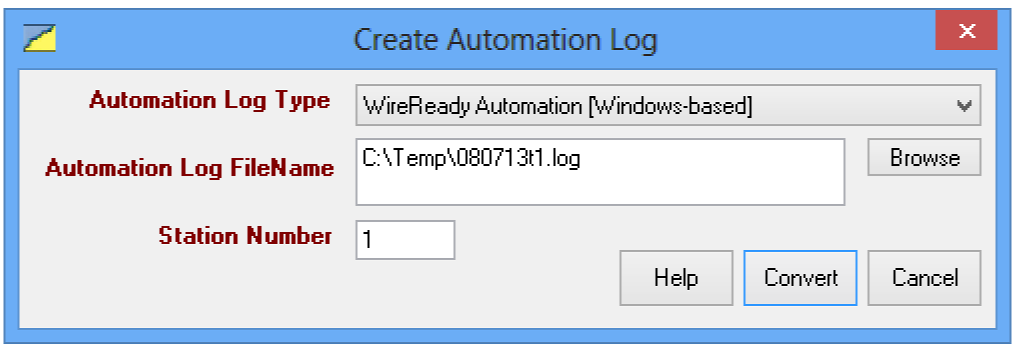


WireReady / ControlReady / MusicReady Automation Log

The log uses the Generic Automation Log Format. You will need a log import filter from the MusicReady developer to import this log. The information below applies to WireReady's ControlReady product, both versions of MusicReady [DOS and Windows versions], and a previous product named CartReady.

Automation Logs are created in the NL Log Editor. At the Natural Log main screen, select **[Logs]**. Select an existing commercial log and then click **[Open]**. In the NL log Editor, click **[Convert-Log] [Automation Log]** to create the Automation Log.





Cut Numbers

The Natural Log system can use any cut numbers/names up to 8 digits of numeric and alphanumeric characters when interfacing to the DOS version of MusicReady. The Windows version of MusicReady handles long filenames but Natural Log's limit in this case is 20 characters.

Log Reconciliation is Supported for MusicReady/Wireready

The Natural Log system does reconcile with both versions of MusicReady but the PlayLog has different names depending on which MusicReady version it was created by.

Output & Input Log FileNames

Output (send) log file

mmddyyT#.LOG mm is month, dd is day, yy is year
080713T1.LOG is Send Log 08-07-13 for station1

Input (reconcile) log file MusicReady-DOS

mm-dd-yy.LOG mm is month, dd is day, yy is the year

Input (reconcile) log file ControlReady/MusicReady-Windows

#_mm_dd_yyyy_Playlist.LOG is the ControlReady Deck#, mm is month, dd is day, yyyy is the year, PlayList is the playlist name (usually CallSign-Day)

Automation Commands

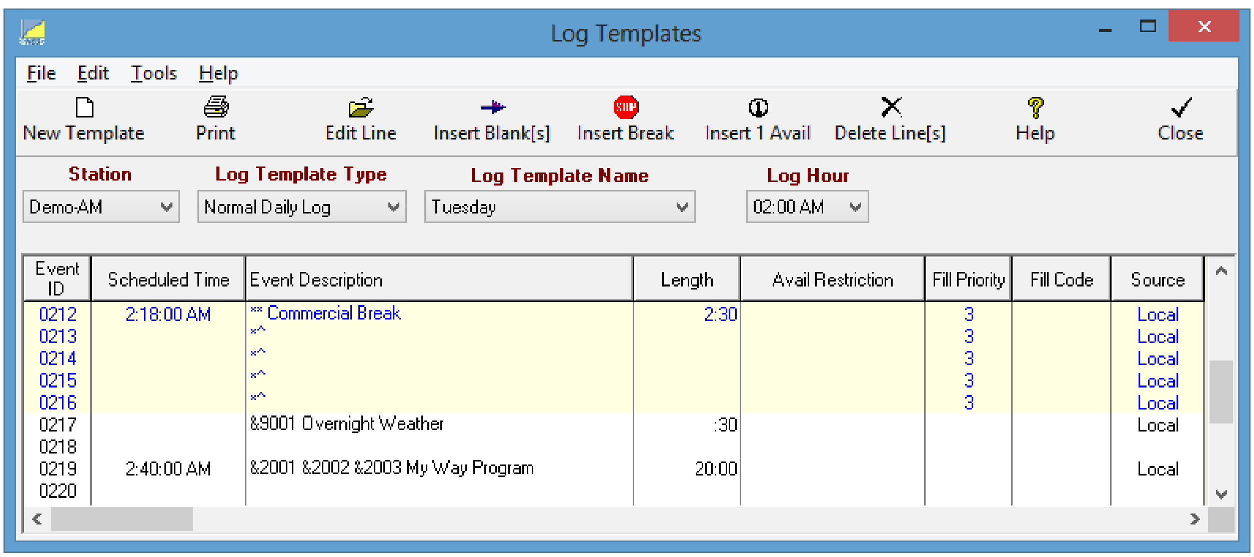
Natural Log can send commands to the automation (such as source switching) On the Natural Log Templates, simply enter **&** and then the command code letter/numbers in the Event description. NL will pick up the command or cut name to play by capturing all characters between **&** and the first space in the event description.

Play Non-Commercial AudioCut Example - Event 0217 shown below

You need to run weather at a certain time each day. If weather is named **0009**, you could make the entry shown below at event 0217 below. This would play 2:30 of commercials followed by the weather. NL only needs **&0009** and we inserted "Overnight Weather" only to make it easier to read. Do not use this to schedule billable spots. Those are scheduled from Broadcast Orders.

Command Sequence Example - Event 0219 shown below

You may need to run a sequence of cuts or commands at a certain time each day. Assume you want to play a program opener (cut 2001), then play a program (cut 2002), then play a closer (cut 2003). You could enter each item on a separate line, or you could make the entry shown below at event 0219 in the Natural Log Templates. Note that a single space is inserted between each command or cut and 'My Way Program' is an optional description.



Utilities

Data Backup

Beware:

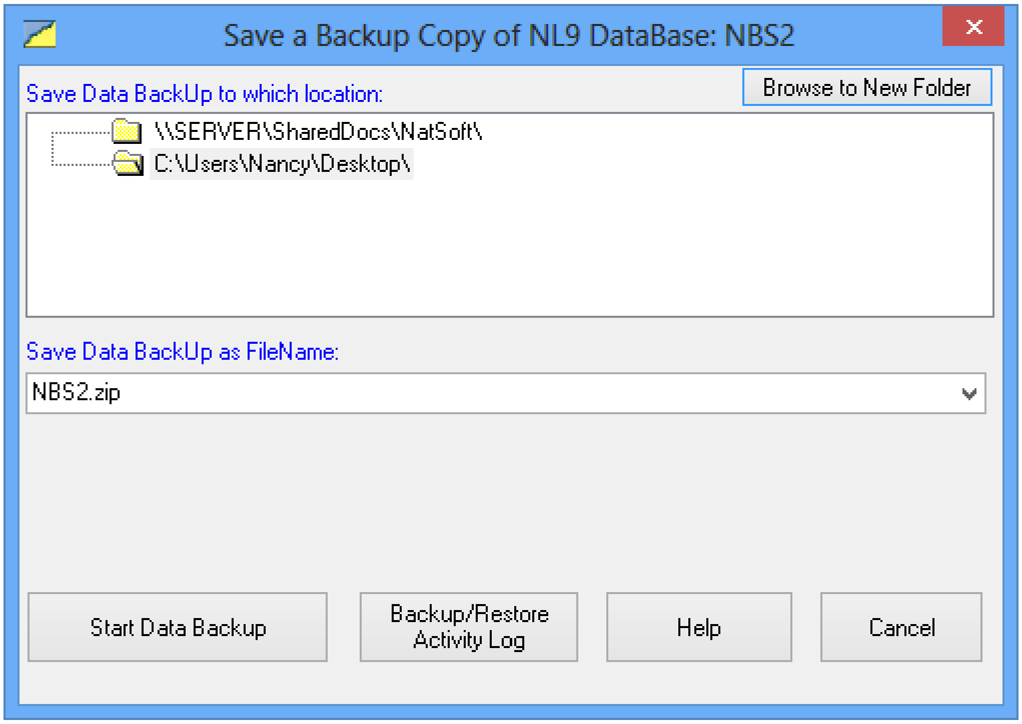
- Due to wide range of computer systems in use, the existence of malevolent computer viruses, and the fact that no hardware is completely fail-safe, the Natural Log developers make **no warranty of any mind that your data won't be corrupted or lost**. **Do regular data backups to multiple locations!**
- Your data is valuable! Think of how much time it will take you to manually re-enter all your data!
- The only protection you have is to do frequent Data-Backups, daily if possible! **We cannot recover lost data for you so please do not ask**.
- We recommend that you save Data-Backups to several different media and locations on a rotating basis in case the backup media goes bad or there is a fire or natural disaster.

The NL database is very large and should NOT be backed up to floppy discs. It takes too many discs and is inherently unreliable. We recommend you use Zip discs, rewriteable CD's, or tape backup devices.

Data Backup

To begin the EXTERNAL Data-Backup, from the Main screen:

- Click **[Data][BackUp]**



- Select the Natural Log Database to be backed up.Select the folder to which you want to backup the data or click **[Browse to New Folder]** to add a new folder to the list. You may select type of media such as floppy disc, USB-Drive, Zip-Disc™, or send the Data-Backup file to a folder on another computer across a Local Area Network.
- Click **[Start Data Backup]** to begin the backup.

Natural Log will report whether it successfully created the Data-Backup file. Natural Log uses standard pkZip™ data compression to reduce storage requirements for the Data-Backup files.

Special Note for USB-Drive and Zip-Disc™ Backups

Natural Log sees USB-Drives [if formatted as floppy discs] and all Zip-Discs as "removable media" and will enable the "multi-volume" support needed to backup large files onto multiple discs. This causes all existing files in the root directory of the USB-Drive or Zip-Disc to be deleted each time a new backup is done. If you want to backup several Natural Log database files to one USB-Drive or Zip-Disc, create a folder on the USB-Drive or Zip-Disc and do all backups into that folder instead of the root directory. This prevents deletion of the pre-existing files on the USB-Drive or Zip-Disc during the backup of additional databases.

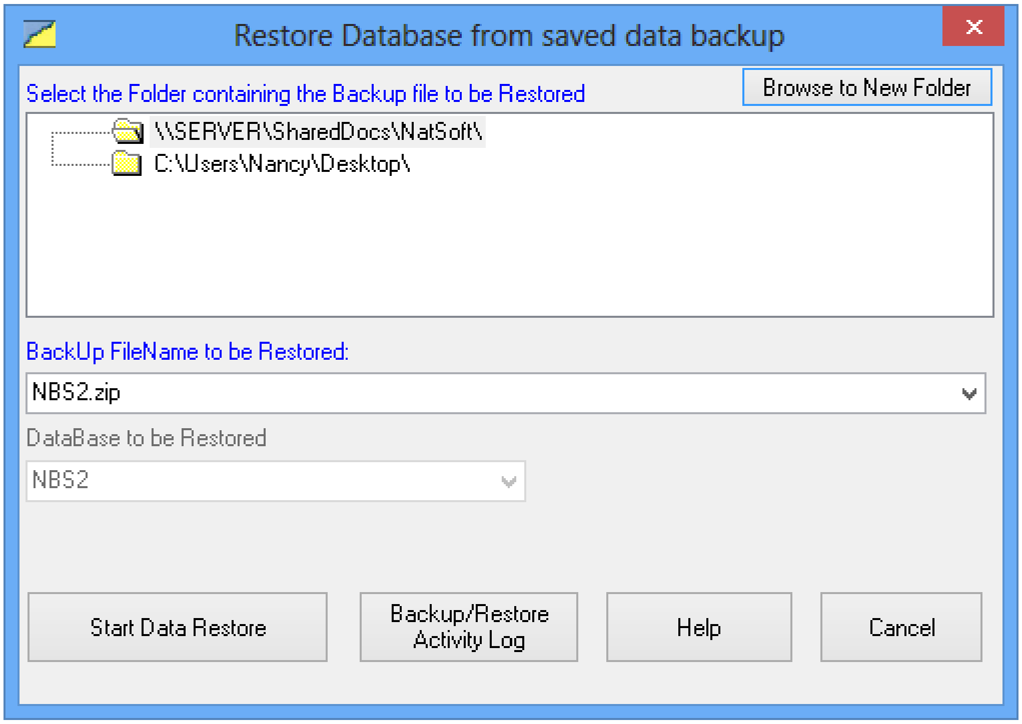
Data Restore

- You should ONLY consider a Data-Restore if your database is hopelessly corrupted.
- Data-Restore will return your data to its status as of the last Data-Backup date.
- It will erase any data from the restored database that was entered since the last Data-Backup of that database.

Data-Restore

To begin the Data-Restore, from the Main screen:

▪ Click **[Data][Restore]**



▪ Select the file folder containing the backup file to be restored.

▪ Select the filename to be restored.

▪ Verify that the correct database will be restored as listed in the top box on the screen.

▪ Click **[Start Data Restore]** to begin the data restore.

Data Repair

& Compact Database

Some database corruption problems can not be repaired so it is always vitally important that you do frequent Data Backups**!**

Corrupted Database

When you attempt to open or compact a database that has been corrupted, a run-time error usually occurs. In some situations, however, a corrupted database may not be detected, and no error occurs, but the database acts oddly. Database corruption can occur if:

- The Natural Log program is closed unexpectedly because of a power outage or computer problem.
- Microsoft Windows doesn't have a chance to write data caches to disk because it freezes or is restarted in a hard reboot.
- In MultiUser LAN environments, if the network connection is prematurely terminated.

Avoid DataBase Corruption

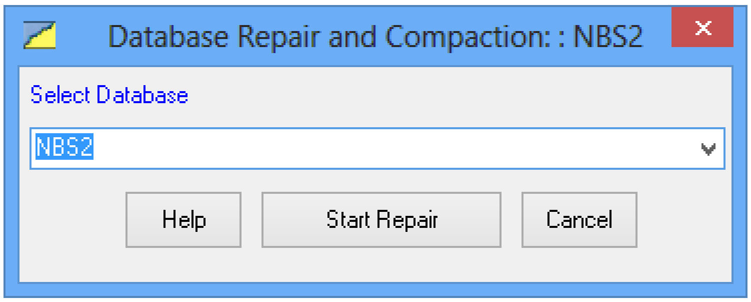
To avoid corrupt databases, always do a normal exit from Natural Log. In some cases, power supplies that can't be interrupted may be necessary to prevent accidental data loss during power fluctuations.

Database Repair and Compaction

This function attempts to repair a database that was marked as possibly corrupt by an incomplete write operation or other problems with your hardware or operating system.

- The Data Repair function attempts to validate all system tables and all indexes.
- **Any data that can't be repaired is discarded**.
- If the database can't be repaired, a run-time error occurs.
- After repairing a database, it's also a good idea to compact the database using the **[Database Utilities][Compact Database]** function method to defragment the file and to recover disk space.

To begin Data Repair, click **[Data][Database Utilitites][Repair Database]** from the main Natural Log screen and select the Database to be repaired.



- Select the database to be repaired. If you have multiple databases, each must be repaired separately.
- Click **[Start Repair]** when ready.

This process can take a VERY long time, several minutes even on a fast computer! Please do no nothing to interrupt this process even when it appears your computer has 'hung up'. Do NOT reboot, or use [alt][ctrl][del] until you get the notice that the process is complete.

Note: In a multi-user environment, all other users must exit the Natural Log database before data repair can be performed. This process will create massive traffic on your local area network if run on a workstation so it is recommended you not run this process over a network. Data compaction should be done only on the server [the computer on which the database is stored] in order to minimize network traffic.

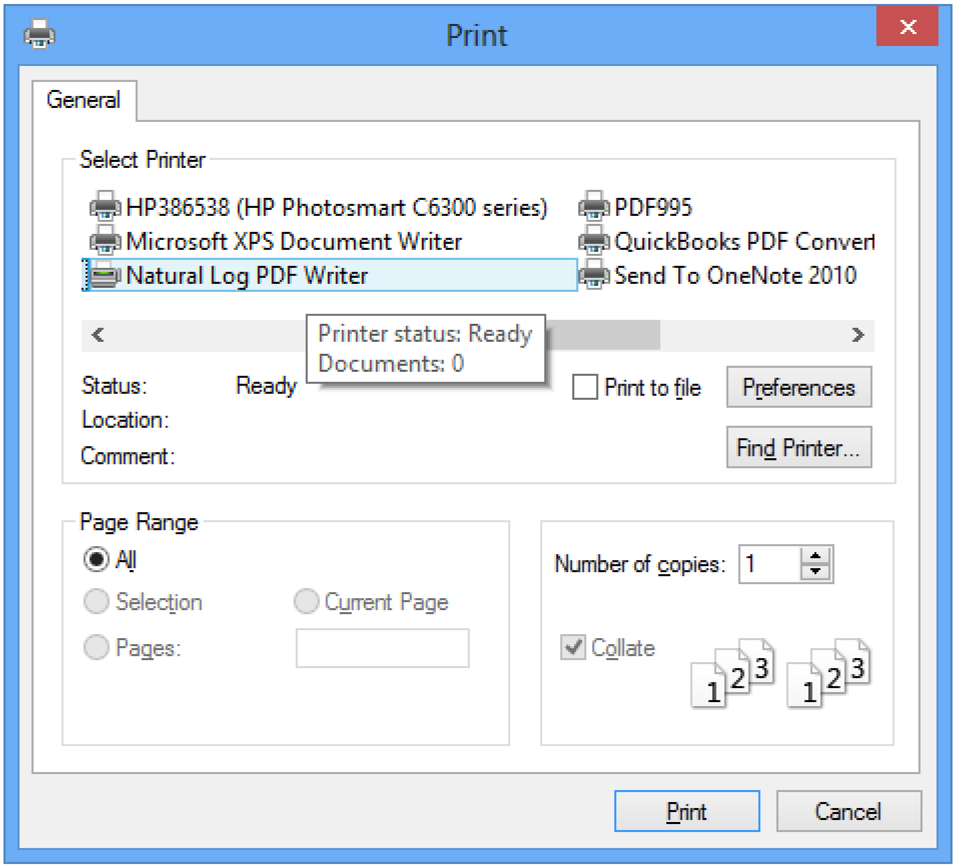
PDF Writer

NL includes a component licensed from Amyuni Technologies that allows NL to create Adobe Acrobat PDF files. **This component only works from within NL and will not work from other applications**. PDF files are a very common means to share printed material via e-mail. The recipient only needs to download a free copy of the Adobe Acrobat reader [version 4 or later] from www.adobe.com. Then your customer can receive any NL printed material from you by e-mail [such as order confirmations, invoices, statements, etc.] and print it in exactly the same format as you originally created it.

Creating a PDF print file

Using this PDF component is very easy. When you go to print anything from NL, you will see printer selection dialogue box including a printer named **Natural Log PDF Writer**.

A printer named **Natural Log PDF Writer** is installed into Windows by the Natural Log installer program during Natural Log installation. This printer will appear in your list of printers in Windows control panel. **Do not rename this printer or you will lose the ability to create PDF document files from Natural Log!**



To create a PDF file of any printed output from NL, just select the **Natural Log PDF Writer** as the output printer OR click **Print to File**. Either way, a PDF file will be created instead of printing a hard copy.

This works with any NL printed output but is particularly useful for e-mailing order confirmation, invoices, and statements in a common format that your customers can print and you can be sure all print formatting and graphics will be preserved.

E-mail a PDF file

If you have e-mail capability on the NL computer, you can e-mail PDF files directly from NL order confirmation screen, invoice screen, and statement screen. Just click the **[e-mail]** button on one for those screens and you e-mail program will start up and send a PDF copy of the displayed document. Also see e-mail NL Documents

Tools Menu

The following items are available from the **[Tools]** menu on many NL screens. Note that some items are not available on all screens if they do not apply to that screen.

Calendar

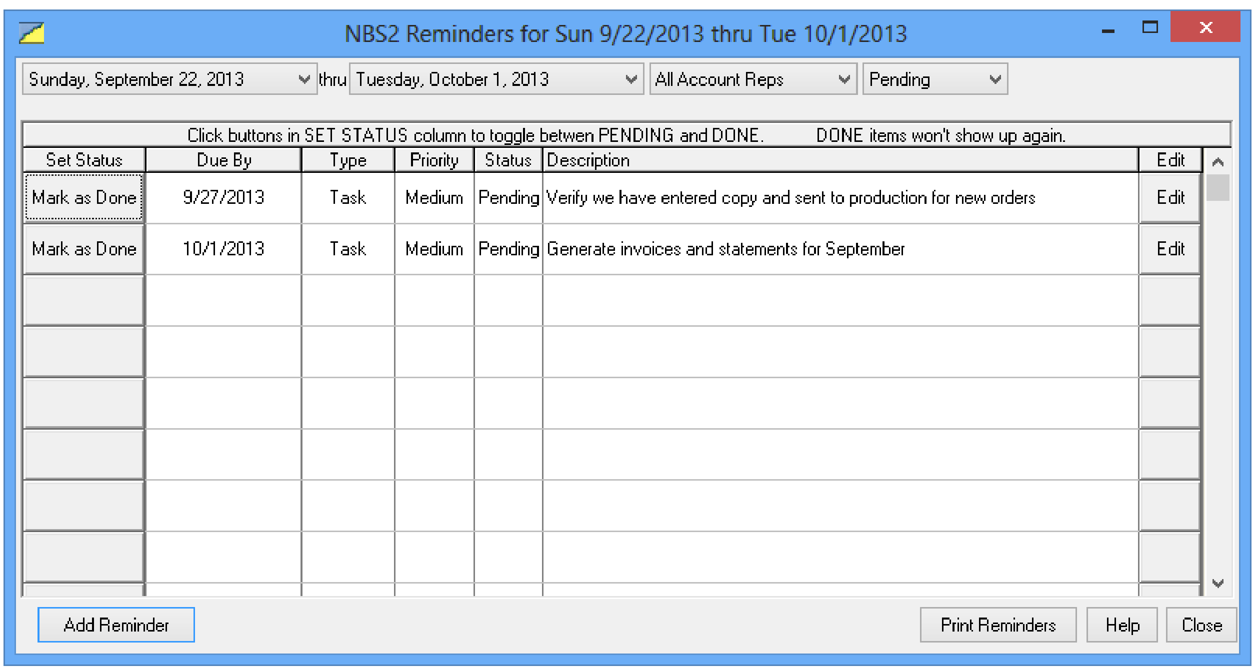
This will display a small calendar that you can configure to display any Calendar Month or Standard Broadcast Month. If you need to see the corresponding day-of-year for any day of the month hold the mouse completely still over the date cell [do not click the mouse button].

Calculator

This will display the Windows calculator.

Reminders

This will display the NL Reminders for a date or range of dates. Reminders are items that are date-sensitive and you can enter them in NL so NL will warn you on the specified date to take some action. This can be used as a simple "Contact-Manager" as well by entering reminders for an Account Rep to contact a customer on a specific date. See



Within a Customer Account use the Customer Memo tab and click the **[Contact Manager / Account Date Reminders]** button.

Customer Reminder Example

Assume your salesman has been told to return on a specific date to discuss placing a broadcast order. You can set up a reminder and on that date when NL starts up, it will warn you (and / or the Account Rep) and display the contacts needing to be done that day.

Within an Broadcast Order use the Order Memos tab and click the **[Contact Manager / Account Date Reminders]** button.

Order Reminder Example

Assume you need to pick up new copy for an order on October 13. You can set up a reminder and on that date when NL starts up, it will warn you (and / or the Account Rep) and display the item(s) needing to be done that day.

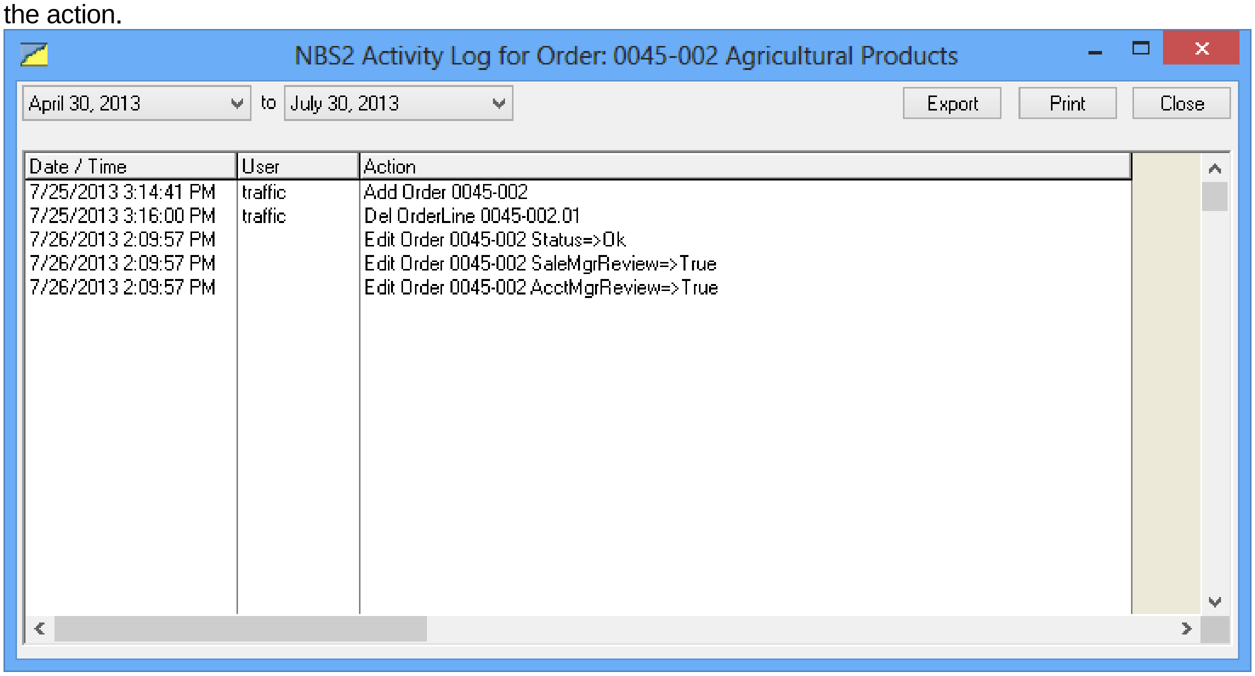
NL system reminders that may not belong to a specific customer or order can be entered from the main NL screen under **[Tools][Reminders]**.

System Reminder Example

Assume you need to pick up new copy for an order on September 27. You can set up a reminder and on that date when NL starts up, it will warn you (and / or the Account Rep) and display the item(s) needing to be done that day.

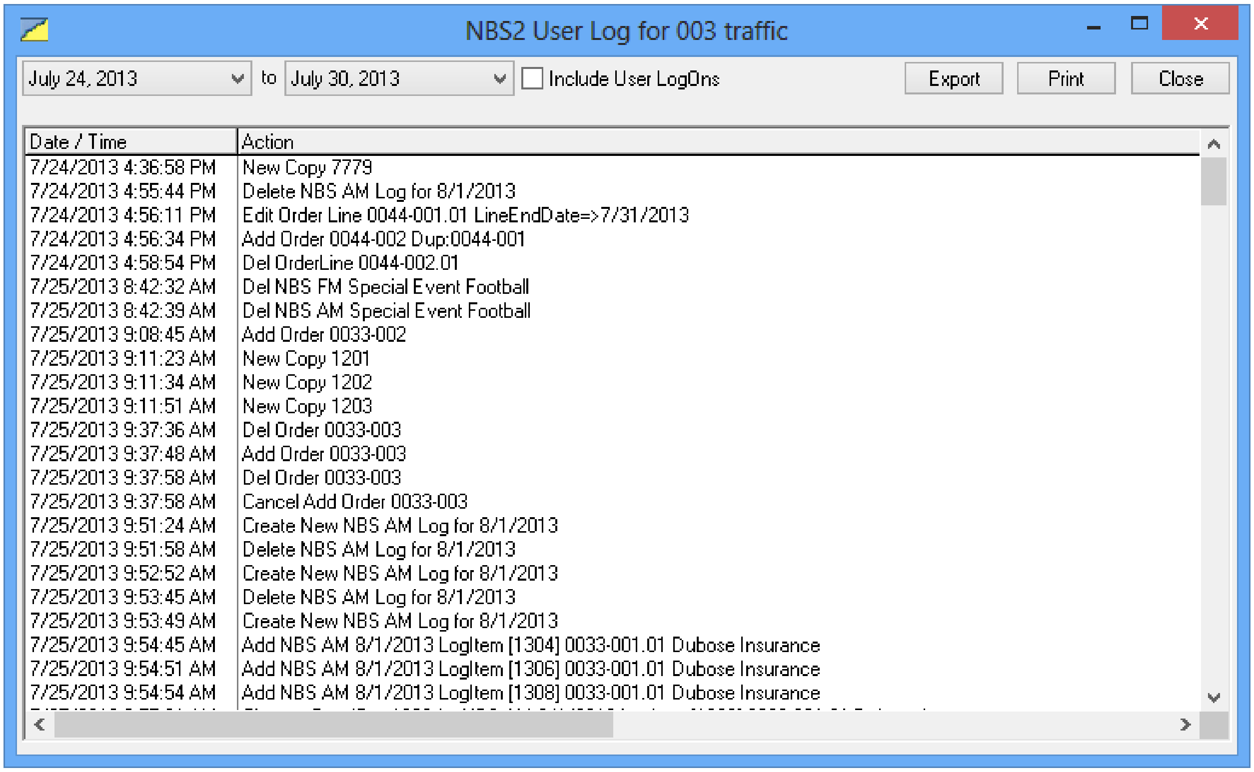
Activity Log

NL keeps a record of any changes made to customer accounts, orders, logs, and account receivable transactions posted by each user. The **[Activity Log]** under the **[Tools]** menu on the appropriate screens allows you to view these changes and the dates / times they were performed and (if user Logon is required) the user who performed the action.



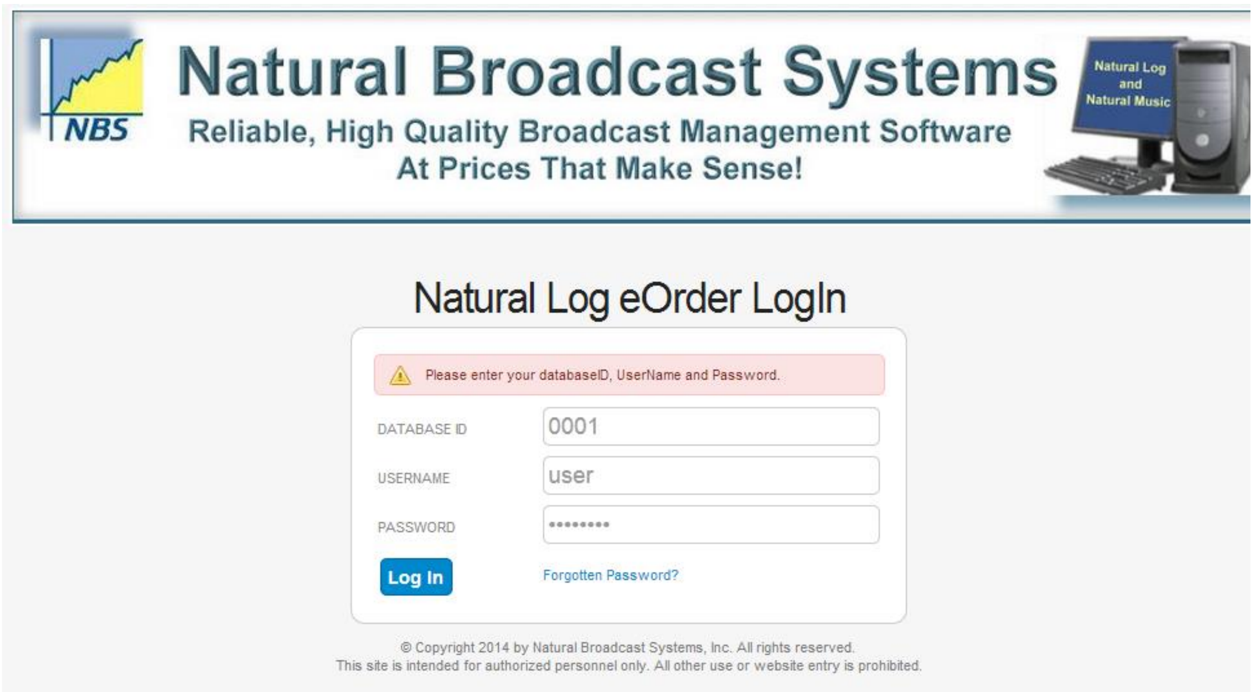
User Log

NL maintains an internal log of changes made to customer accounts, orders, logs, and account receivable transactions posted by each user. To view all activity of a user within a date range, under the **[Setup][Administrator Controls][User Permissions]** menu, select the user and click **[View User Log]**


NBS2 User Log for 003 traffic
July 24, 2013
to
July 30, 2013
Include User LogOns
Export
Print
Close
Date / Time
Action
7/24/2013 4:36:58 PM New Copy 7779
7/24/2013 4:55:44 PM Delete NBS AM Log for 8/1/2013
7/24/2013 4:56:11 PM Edit Order Line 0044-001.01 LineEndDate=>7/31/2013
7/24/2013 4:56:34 PM Add Order 0044-002 Dup:0044-001
7/24/2013 4:58:54 PM Del OrderLine 0044-002.01
7/25/2013 8:42:32 AM Del NBS FM Special Event Football
7/25/2013 8:42:39 AM Del NBS AM Special Event Football
7/25/2013 9:08:45 AM Add Order 0033-002
7/25/2013 9:11:23 AM New Copy 1201
7/25/2013 9:11:34 AM New Copy 1202
7/25/2013 9:11:51 AM New Copy 1203
7/25/2013 9:37:36 AM Del Order 0033-003
7/25/2013 9:37:48 AM Add Order 0033-003
7/25/2013 9:37:58 AM Del Order 0033-003
7/25/2013 9:37:58 AM Cancel Add Order 0033-003
7/25/2013 9:51:24 AM Create New NBS AM Log for 8/1/2013
7/25/2013 9:51:58 AM Delete NBS AM Log for 8/1/2013
7/25/2013 9:52:52 AM Create New NBS AM Log for 8/1/2013
7/25/2013 9:53:45 AM Delete NBS AM Log for 8/1/2013
7/25/2013 9:53:49 AM Create New NBS AM Log for 8/1/2013
7/25/2013 9:54:45 AM Add NBS AM 8/1/2013 LogItem [1304] 0033-001.01 Dubose Insurance
7/25/2013 9:54:51 AM Add NBS AM 8/1/2013 LogItem [1306] 0033-001.01 Dubose Insurance
7/25/2013 9:54:54 AM Add NBS AM 8/1/2013 LogItem [1308] 0033-001.01 Dubose Insurance

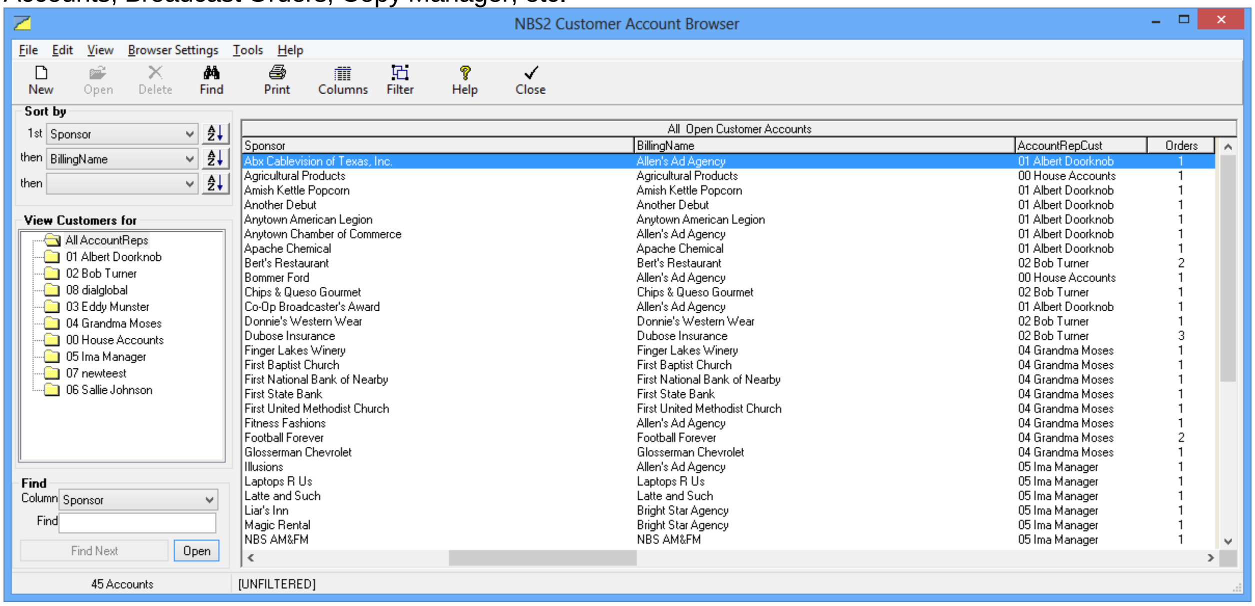
Go to Natural Log E-Order System

This will bring you to the online Log-In screen for the Natural Log 9 E-Order System. Users with proper permissions can log in with their Database ID, Username and Password to access online order entry if the station subscribes to E-Order.



Database Browsers

Natural Log contains several **Browsers** that allow the user to quickly view and access items such as Customer Accounts, Broadcast Orders, Copy Manager, etc.



Configuring the Browser Screen

These Browser lists can be easily sorted and filtered and you can select which item properties [columns] you want to display. On the left side of Browser screens [other than Transaction Browser] are folders for each Account Rep [salesman] and you can click each folder to quickly display all items associated with that Account Rep.

Customer Account Browser

From the NL main menu select **[Traffic]** or **[AcctsRec]** then **[Customer Account Browser]**. See Customers

Broadcast Order Browser

From the NL main menu select **[Traffic]** then **[Broadcast Order Browser]**. See Broadcast Orders

Copy Manager Browser

From the NL main menu select **[Traffic]** then **[Copy Manager]**. See Copy Manager.

Transaction Browser

From the NL main menu select **[AcctsRec]** then **[Transaction Browser]**. See Accounts Receivable Transaction Browser.

Sorting Browser Lists

Browser Sorting

In any Browser, you may click on any column heading to sort the list by that column. You may also select the columns from the dropdown boxes on the left side of the screen.

First Sort

Use the first Sort dropdown box to select the data column to be used as the primary sort column for the list.

Ascending or Descending

The buttons to right of the Sort boxes allow you to sort in Ascending or Descending order.

Secondary Sort

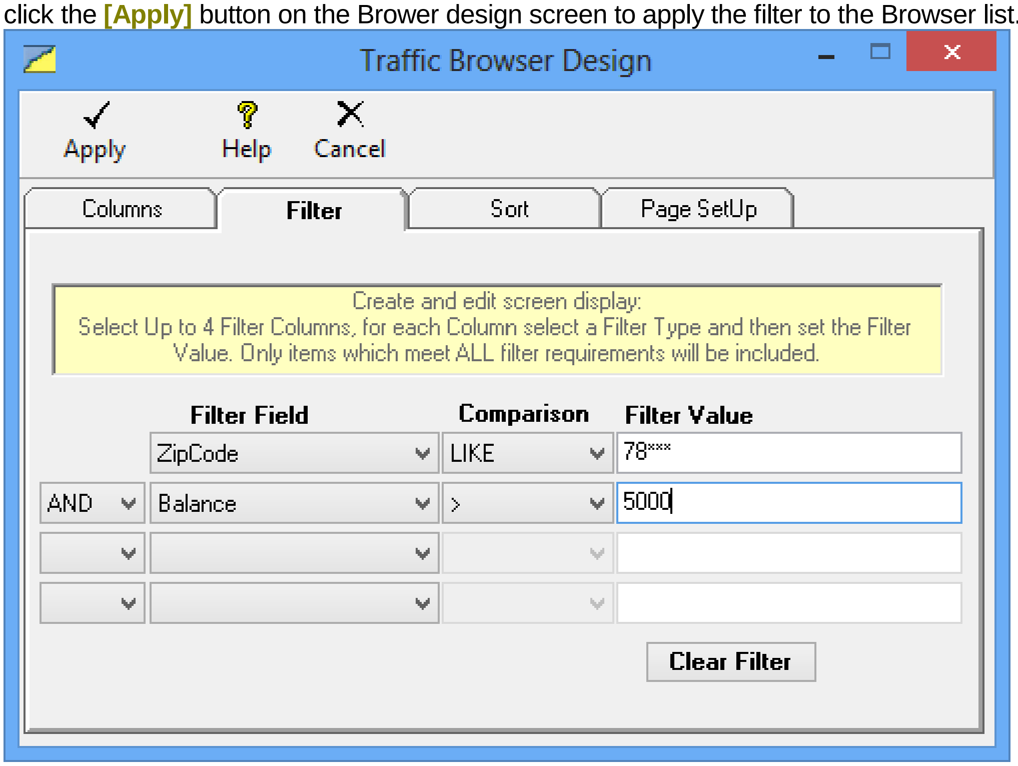
Any items with matching entries in the primary Sort data column are then sorted by the column selected in the second Sort dropdown box.

Third Sort

Any items with matching entries in the primary and secondary Sort data columns are then sorted by the column selected in the third Sort dropdown box.

Filtering Browser Lists

On any Browser screen, click the **[Filter]** button to change the Browser list filtering. After making any changes click the **[Apply]** button on the Brower design screen to apply the filter to the Browser list.



Filter Field

Use this dropdown box to select the data field to be filtered.

Comparison

Use ths dropdown box to select the field to be filtered:

- Most of the comparison operators are common arithmetic operators like = for equal, > for greater than and < for less than.
- <> means not equal to
- IN means that the filtered field must be INCLUDED in the list you print in the Filter Value box for the item to be included in the list. **Example**: You set up a filter of AccountRep IN 1,2,5. This would list all items for AccountReps 1,2 and 5 only. Be sure to include commas between the values in the Filter Value box if you use the IN comparison.

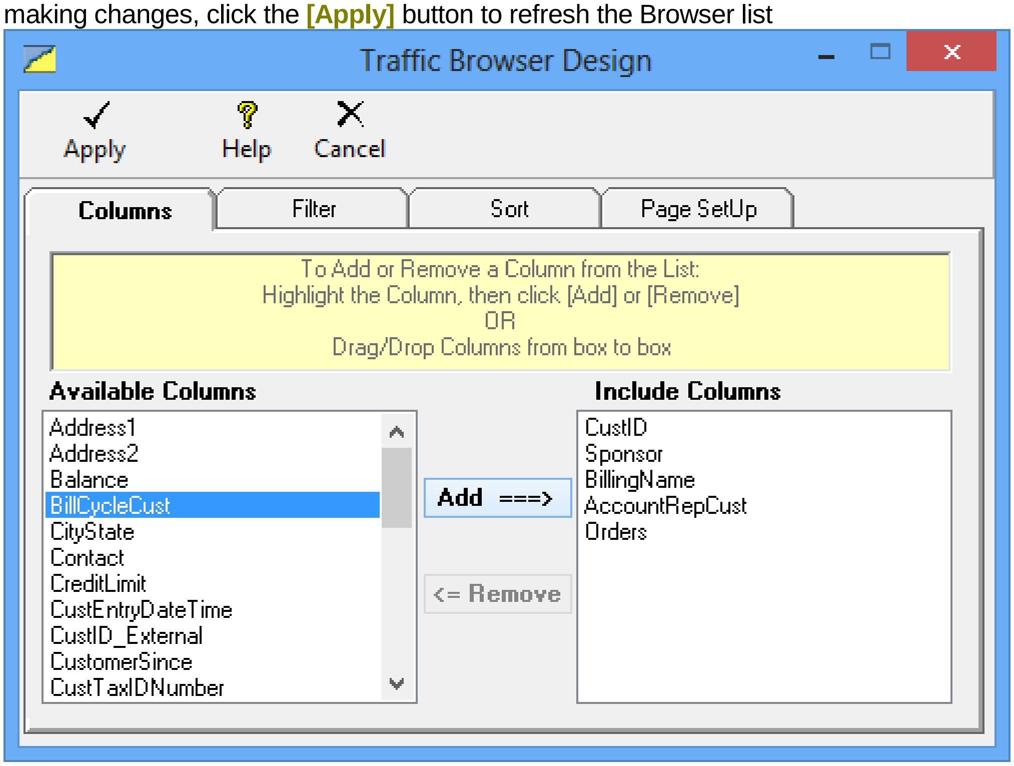
- NOT IN means the items would be included only if their filter field is NOT IN the Filter Value box. See Above.
- LIKE means the filtered field must be 'like' the Filter Value. **Example**: If you select Sponsor LIKE Wal* you will get a list including all items for Sponsors starting with Wal followed by any other characters (e.g. WallyMart, Walls R Us, Walts' Place, etc.) . Be sure to put the * at the end of the Filter Value.
- BETWEEN means the data field must be like the between 2 values in the Filter value box. Be sure to put AND between the values in the Filter Value Box. Example: If you select Sponsor BETWEEN A AND C you will get a list including all items with Sponsor names starting with the letters A,B, or C.

Filter Text
This text box is where you enter the value for the filtering.

AND or OR
Only if you want to add another filter restriction, click the **[AND]** or **[OR]** selection on the next line and repeat the above entries for the second filter line. Continue for as many filter lines as you need.

Selecting Browser Columns

To set the columns to be included in a Browser list, click the **[Columns]** button on the Browser screen. After making changes, click the **[Apply]** button to refresh the Browser list



Selecting Columns
You will see 2 boxes on the column selection screen.

- One is **Available Columns** and the other is **Included Columns**.
- You may drag and drop the columns back and forth between these boxes to either include or exclude a column from the report or Browser list.

Setting Column Widths

Directly on a Browser screen, you may drag the column separators left or right to adjust the column widths. Natural Log will remember the most recent column settings.

Natural Log Glossary

Account Rep
Natural log refers to "radio ad salesmen" as Account Reps.

Accounts Receivable
The unpaid amount customers owe you.

Accounts Receivable Adjustment
A transaction you enter in NL to reflect an increase [Debit] or decrease [Credit] in the amount a customer owes you other than a payment received or an invoice issued. This could be the result of a bad debt write-off, a trade-credit, or a debit to record a returned check.

Accounts Receivable Aging Report
This report shows the unpaid balance for each customer as of the report date. It does not show total sales, only the remaining unpaid balance. To report total sales, use the invoiced sales report under **[Reports][Transactions]**.

Accounts Receivable Reconciliation Report
This report shows the beginning balance, plus invoiced sales, less payments received, plus-or-minus adjustments, to show the end-of-period balance.

Account Statement
An account statement in NL shows all activity on a customer account within the specified period, including prior balances, payments, invoices, and adjustments. It does not show individual runtimes which are shown on invoices.See Account Statements.

Adjacency

This is a commercial avail that occurs immediately before or after some program. For example, this might be an item that must run immediately before or after the news. Most broadcasters charge extra for adjacencies. You can set up Stand-Alone avails for these items and you usually restrict the Avail-Types to prevent an advertiser who did not purchase an adjacency from being logged into that avail.

Agency

This is a person or company that places advertising on your station on behalf of a sponsor. They usually provide copy as part of the service they render to the advertiser. In exchange they are usually allowed an Agency Commission discount on the gross invoice amount. They collect the full amount from the advertiser and pay the station the net amount.

Agency Commission

This is the % commission of the Gross invoice amount allowed for an agency purchase. Gross minus Agency Commission = Net. Note: If other Discounts are given, the agency commission is based on the Discounted-Gross invoice amount.

AlphaNumeric Data Field

This is a data field in Natural Log that can contain any combination of numbers, letters, and punctuation.

Avails

In NL Log Templates, any line with * on it. This indicates one item from a Broadcast Order may be scheduled into that slot. There are 2 types of avails, Commercial Breaks and Stand-Alone avails.

Avail-Types

During log generation NL will only put ordered items into avail slots whose Log Template Avail-Type matches the Broadcast Order Avail-Type. **Normally the Avail-Type in both NL Log Templates and Broadcast Order Lines should be <u>Unrestricted</u>!** This means any item from the Broadcast Order can be logged into any avail slot within the order line's time window. The <u>only time</u> you use Avail-Types is when you want to force a particular customer's item into a particular avail slot or to reserve an avail slot for a particular type of ordered item [such as a program sponsorship or adjacency]. In that case the same Avail-Type must be entered on both the Log template <u>and</u> the Broadcast Order. See Avail-Types on Log Templates and Avail-Types on Broadcast Orders.

Balance-Forward Account Statement

This is a type of account statement in NL that lists a non-detailed beginning balance, new activity such as payments, invoices and adjustments, and en ending balance. It does not show individual runtimes which <u>are</u> shown on invoices. Also see Open-Item Account Statement. Please note that selecting these statement types does not change the internal record keeping of NL. You can always switch between Open-Item and Balance-Forward statements for individual customers without any loss of data.

Billing Cycle

This controls the closing dates for a billing period and allows you to group invoices to be billed at different times. This may be Broadcast Month, Calendar Month, End-of-Schedule, Demand, Weekly, or Special1 through Special9. This may be Prebilling.

Book-Ends

[Also known as Tops ‘n Tails] A term used to describe an advertiser that requests the very first avail in a commercial break and the very last avail in the same commercial break. Some advertisers use the Book-Ends approach to tell part of their advertising "story" in the opening of a commercial break, then complete it in the closing of the same commercial break. This type spot placement should command a large cost premium over regular spot placement.

Broadcast Invoice

An invoice in NL shows only the broadcast items run from a single broadcast order during the current billing period. It does not include any prior balances. See Account Statement and Broadcast Invoices.

Broadcast Month

This month starts on the Monday after the last Sunday of the prior calendar month and always ends on the last Sunday of the month. It will always have either 4 or 5 standard broadcast weeks. This is the month used by most advertising agencies. Broadcast month and standard broadcast month have the same meaning. See billing cycle.

Broadcast Orders

Broadcast Orders are the means by which NL knows how you want to schedule broadcasts for a customer, how to invoice it, and the rules you want NL to follow when scheduling the broadcasts. Each Broadcast Order in NL results in a separate invoice.

Calendar Month

The month we normally think of starting on the 1st and ending on the 28th in February (except leap years), the 30th in April, June, September, and November, and the 31st in all other months. This is the month used by most non-agency accounts. See billing cycle.

Charged Log

This is a log that is a "final" log whose billable items have been attached to invoices. Charging the log can be done in either the Log Editor or Broadcast Billing sections of NL. Charging the log is what causes the billable items on the log to be attached the customers' invoices. Before a log is charged the log's billable items do not show on invoices. After a Log is charged billable items show on the invoices but the log may no longer be edited from the Log Editor [but invoiced items can be edited from the Invoice Editor]. For this reason, logs should be charged only after they are reconciled [and corrected if needed] to accurately reflect what actually aired.

Commercial Break

In an NL Log Template, a group of avails in which more than one commercial item may run sequentially as part of a single break or stopset from regular non-commercial programming. This is designated on the Log Template with a ****** on the first avail line and ***^** on following avail lines so that there are as many lines starting with ***** as commercial items allowed in the break

Co-Op

This is a situation in which a manufacturer or distributor pays some or all of a local store's ad costs to advertise the manufacturers product. This usually requires the submission of invoices and affidavits showing the script actually run. See entering Co-Op scripts in Copy Manager and printing Co-Op script affidavits in order entry.

Copy

This is a single script or prerecorded item to be scheduled in NL. During order entry you just specify the exact CopyID of the individual piece of copy to be scheduled when that order line runs. This CopyID should exactly match the AudioCut ID (or Filename) within your automation system. See Automation

CopyID

Up to 20 alphanumeric characters used to uniquely identify a piece of copy in the NL system. This CopyID is attached to the order lines so NL knows which copy to schedule. This must exactly match the ID given the same audio cut in your automation system.

Copy Schedule

This consists of 2 or more individual pieces of Normal Copy and/or Packets, and/or Rotators. These items sequentially substitute for each other after the previous piece of copy expires. During order entry you just specify the exact CopyID of the Copy Schedule itself to be scheduled when that order line runs. When NL creates the log, it will find the appropriate individual CopyID within the Copy Schedule and schedule it. There is no limit to how many Copy items you can schedule.

Credit Adjustment

A decrease [Credit] in the amount a customer owes you other than a payment received. This could be the result of a bad debt write-off or a trade-credit.

Date Selector

When you click a date selection dropdown box, you'll see a calendar for picking the date. To select a date, use the arrows around the month to select the month, the arrows around the year to select the year, then click in the cell containing the desired day-of-month. You can also use the up arrow, down arrow, page-up [up month], and page-down [down month] keys on the keypad to navigate the calendar. To switch between Calendar Month and Broadcast Month display click the small button in the upper left corner of the dropdown display. You can set the default display type in Program Options.

Date Formatting

NL prints dates on documents such as Invoices and Statements using the Windows date format and regional settings you designate in the Windows Control Panel.

Debit Adjustment

An accounts-receivable transaction you enter in NL to reflect an increase in the amount a customer owes you other an invoice being issued. This could be the result of a debit to record a returned check.

Demand Billing Cycle

Should almost never be used. This Billing Cycle tells NL to generate an invoice for this order only when the NL user specifically selects the order to be billed. Note: If you select **All** billing cycles in the Broadcast Invoices section, NL will generate an invoice once per calendar month for "Demand" Billing-Cycle orders.

Discounted-Gross Invoice Amount

This is the Gross invoice amount less Discounts-Allowed [before any commissions or trade credits are deducted and before taxes are added]. If there are any discounts allowed, agency commission is computed on the Discounted-Gross Invoice amount.

Discounts-Allowed

This is the % of the Gross invoice amount allowed as discounts other than agency commissions.

E-Order

This is an optional feature, new in Natural Log 9 and available by subscription. This allows order entry from any internet connected device by users with proper login credentials. Orders can then be downloaded at the station where they can be approved or rejected by the Traffic Manager.

End-of-Month Closing

The process to close an accounting period in NL. This should only be done after all invoices have been issued for that period and all payments and adjustments received during the period have been posted. You cannot enter any transactions dated prior to the last date closed in NL. This stops someone from messing up a previous A/R reconciliation. See end-of-month closing for more detailed information.

Electronic Invoice

Any non-paper method of delivering invoices. NL supports email pdf files as well as most of the popular broadcast e-Invoice clearinghouses.

End-of-Schedule Billing Cycle

This Billing Cycle tells NL to generate an invoice for this order only at the end of the order run dates.

Fill-Code on Log Templates

This tells NL that the commercial break or stand-alone avail must be filled. See If-Used Fill-Code and Mandatory Fill-Code and Fill-Code

Fill-Priority on Log Templates

This tells NL the order in which to use commercial avails when generating a log. See Fill-Priority.

Final Invoices

This is the process in NL Broadcast Billing which finalizes, prints and post invoices to Accounts Receivable. Until process this is done, invoices do not show up in A/R. See Broadcast Invoices for more information.

Gross Invoice Amount

This is the total of all charges on an invoice before any discounts, agency commissions, or trade credits are deducted and before any taxes are added. Also see discounted-gross invoice amount.

If-Used Fill-Code on Log Templates

This tells NL that the commercial break must be filled to the specified length [provided you entered a required length on the Log template] only if at least 1 item is logged within that commercial break. This is helpful for satellite network formats in which you must fill certain commercial breaks because the network does not cover them.

Invoice

An invoice in NL shows only the items run from a single broadcast order during the current billing period. It does not include any prior balances. See examples of invoice types. See Account Statement.

Invoiced Sales Report

This report shows the invoiced sales for the report period. To get a report showing current customer balances see accounts receivable aging report.

ISCI

Industry Standard Coding Identification (ISCI) is a system for coding commercials established in 1970 and owned and operated by the American Association of Advertising Agencies. ISCI codes are eight characters in length - four alpha followed by four numeric, and are designed to have no spaces, hyphens or other characters (eg, ABCD1234). These identify the agency copy that was aired.

Level Package Billing

Every time an invoice is generated from an order with schedule lines from which at least 1 billable item was logged or the order has NO schedule lines, a specified flat amount is billed. Exception: If order status is HOLD and nothing was logged, no amount will be billed. Level Package Billing is specified using **Billing Basis** on the Order entry screen.

Local Spots

These are spots carried and billed locally by the user of NL as opposed to network spots.

Log Template

These are the basic logs that tell NL what each day's log should look like. It includes avails and commercial breaks where items from Broadcast Orders may be logged. Templates can also contain text to be printed on the log pages as well as automation commands. Every day of the week Monday-Sunday must have at least a Normal Daily Log Template. Special Date Log Templates are used only on a particular date in lieu of the Normal Daily Log Template for that day. You can also create Special Events Templates for programs such as sporting events. Each station in NL has its own set of Log Templates. See Log Template setup for more detailed information.

Macros

In NL a macro does not refer to any "Macros" you may use in your automation. For automation macros, see the section of the NL manual dealing with your specific automation system. In NL, a macro is simply a "multi-event" order line whose events must be scheduled together. This is useful if you sell a customer 2 items that need to be linked together.

Mandatory Fill-Code on Log Templates

This tells NL that the commercial break or stand-alone avail must be filled to the specified length [provided you entered a required length on the Log template] .

National Rep

A person or firm that represents your station for national ad agencies located in a different city in order to get national advertising buys in your station. The national rep is usually paid a commission based on a percentage of the net dollars they place on your station. You do not bill the National Rep, you bill the buying agency, then when the agency pays you, you separately pay the National Rep their commission. Also see Unwired Network.

Net Invoice Amount

This is the Gross invoice amount less Agency Commission [if any].

Network Spots

These are spots carried live from a network or played later on a delay basis. If you want to list these spots on your log, NL allows a quick way to specify network avails on your Log Templates and you can use the Network Spot Scheduler to quickly enter them.

Non-Broadcast Invoice

An invoice in NL shows only the non-broadcast items (such as talent fees, line charges, etc.) billed current billing period. It does not include any prior balances. See Account Statements and Non-Broadcast Invoices.

Non-Log Charge

Non-Log Charge does not place anything on the log but passes the specified charge invisibly through the log to the invoice. This might be used for production or talent fees or any item you want to bill on that is not to shown on the commercial log to be aired. See Order Entry LogTypes

Normal Daily Log Template

These are the default Log Templates used by NL when creating a log unless it finds a Special Date Log Template. There must be a Normal Daily Log template for each weekday. See Log Template setup for more detailed information.

Other Log Template

These are Log templates you save under a specific name for later use. For example, you might save the Friday Normal Daily Log Template as Other Log Template named "Friday-Old". Then you can edit the Friday Normal Daily Log Template to add some more commercial breaks for a heavy advertising period. Later when you want to revert to the original Friday Log Template, open the "Friday-Old" Other Log Template and copy it back to the Friday Normal Daily Log Template. See Log Template setup for more detailed information.

Open-Item Account Statement

This is a type of account statement in NL that lists all unpaid invoices plus any current-period account activity. It does not show individual runtimes which are shown on invoices. Also see Balance-Forward Account Statement. Please note that selecting these statement types does not change the internal record keeping of NL. You can always switch between Open-Item and Balance-Forward statements for individual customers without any loss of data.

Packets

This consists of 2 or more individual pieces of Normal Copy that run together and substitute for each other in various days and/or time periods. During order entry you just specify the exact CopyID of the Packet itself to be scheduled when that order line runs. When NL creates the log, it will find the appropriate individual CopyID within the Packet and schedule it. There is no limit to how many Copy items you can Packet together.

Payments

Receipt of payment for an invoice that has already been issued. If you receive payment for an invoice that has not yet been issued, that is a prepayment. Payments are applied to pay individual invoices already issued in NL. Prepayments are applied as a credit on a customer's account to be used in the future.

Per Broadcast Billing

Each broadcast is billed at a cost per broadcast as specified on the Order Lines. This is specified using **Billing Basis** on the Order entry screen.

Prebilling

This is a process in which those stations who want to bill for advertising for a future period [in advance] can create invoices based on orders currently in the NL9 database. These will all be Summary type invoices since no runtimes are available in advance. Later after the items actually run an Prebill As-Run invoice can be created and attached to the original Prebilled invoice. See billing cycle.

Preemption Level

On the Order-Line entry screen, this lets NL know how important it is for an ordered the item to be logged. If you are oversold and NL cannot schedule all ordered items, it needs to know what items to log first and what items can be bumped. Items with Preemption level 0 are logged first, then preemption level 2, then 3, and so on. Less important items should have inferior preemption levels (7,8,9) so they get bumped. More important items should have superior preemption levels (0,1,etc.) so they are more certain to be logged. **ANY items not logged are always placed in the log's Bump-Item file no matter their preemption level.**

PrePayments

Receipt of payment for an invoice that has not yet been issued. If you receive payment for an invoice that has already been issued, that is a payment. Payments are applied to pay individual invoices already issued in NL. Prepayments are applied as a credit on a customer's account to be used in the future.

Product Codes / Product Protect

These allow you to protect similar products from appearing together on the log. Then during order entry you put 1 or 2 Product Protection Codes on the Order. Natural Log will then provide the required protection between all Orders that have been assigned the same Product Code. This prevents 2 car dealers from running too close together. Product code separation only applies to items logged from different customers. To separate items logged from the same customer see Customer Spot Separation or Order Spot Separation.

Revenue Source

Assigned at the customer level, Revenue Source allows you to filter your sales reports as National/Agency, National/Direct, Local/Agency, Local/Direct, Other/Agency, Other/Direct, National Rep, or Unwired Network sales.

Revenue Types

Revenue Types allow you to "break out" certain sales into separate sales reports. When you enter an Order, you will assign that Order to a Revenue Type. All Natural Log reports allow you to specify which Revenue Types to include in the report. These are most often used to designate orders as Cash, Trade, etc. Natural Log has 3 default Revenue Types that are sufficient for most users. See Creating Revenue Types.

Rotator

This consists of 2 or more individual pieces of Normal Copy and/or Packets. These items sequentially rotate with each other in the percentages specified. During order entry you just specify the exact CopyID of the Rotator itself to be scheduled when that order line runs. When NL creates the log, it will find the appropriate individual CopyID within the Rotator and schedule it. There is no limit to how many Copy items you can rotate.

ScriptID

Up to 20 alphanumeric characters used by your customer to identify a script. If entered in the Copy Manager, this is the ScriptID shown on invoices and affidavits in lieu of NL's internal CopyID.

Source on Log Templates

This tells NL if a commercial avail is for a local or network spot.

Special Billing Cycles

Theses Billing Cycles [**Special1** through **Special9**] are similar to the Demand billing cycle in that an invoice is only generated when the NL user specifically selects the order to be invoiced. The naming Special1 through Speical 9 allows you to group the invoices requiring similar "demand-type" billing.

Special Date Log Template

These are Log Templates used only on their specified dates by NL when creating a log in lieu of the Normal Daily Log Template for that date. See Log Template setup for more detailed information.

Special Event Template

Log Templates useful for those stations that run programming that often changes times and days, such as sports programming. These Special Event Templates have the same formatting as regular Log Templates but they apply to less than a full day and may be scheduled to replace the regular Log template on any given date and time. During the period these special templates are scheduled, the regular Log Template for a day is not used. Order Lines may be linked to the Special Event Template so the order line runs anytime the special event is scheduled.

Sponsorship

This is a commercial avail that usually occurs within a program that denotes the program sponsor as opposed to an advertiser who just buys a number of spots within a particular time window. Most broadcasters charge extra for sponsorships. Sponsorships can be noted on invoices by using "Sponsorship" as the order line note during order entry. You usually set up Stand-Alone avails for these sponsorship items with Avail Type Restrictions so only advertisers who buy the sponsorship will be placed in that avail.

Spots-per-week (Random) Scheduling

You can enter the order line to specify how many spots per week to run, but let NL decide how to distribute them within the allowed days. This is done by placing an X in the Spots per day box for any day the spots may run and specifying the total number of spots per week.

Stand-Alone Avail

This is an avail on a Log Template in which only one item from Broadcast Orders may be placed and the avail is not part of a commercial break. This might be used for a sponsorship or adjacency.

Standard Broadcast Month

This month starts on the Monday after the last Sunday of the prior calendar month and always ends on the last Sunday of the month. It will always have either 4 or 5 standard broadcast weeks. This is the month used by most advertising agencies. Broadcast month and standard broadcast month have the same meaning. See billing cycle.

Standard Broadcast Week

This week always starts on Monday and ends on the next Sunday.

TFN

In NL, means "till further notice" and is valid as the end date for an order or as the expiration date for a CopyID.

Trade Credit

This is the amount of credit allowed in exchange for non-cash compensation. Sometimes call **barter**.

Trial Invoices

This allows you to print a trial copy of your invoices before they final invoices are processed and posted. See Broadcast Invoices for more information. These trial invoices should never be issued to customers!

Trial Log

This is a log that can be generated to aid in troubleshooting scheduling or Log Template issues. It should never be used on-air and cannot be charged and finalized for invoicing. See creating a Trial Log.

Unwired Network

Similar to a National Rep, this is person or firm that represents your station for national ad agencies located in a different city in order to get national advertising buys in your station. The unwired network generally places ads on a group of stations [the unwired network of stations]. The Unwired Network is billed directly by your station for the net amount. They pay you the net amount less their additional National Rep commission and then bill the advertiser themselves for the ads you ran. Also see National Rep. In NL, the major difference between National Rep and Unwired Network is that NL posts an automatic credit to the UnWired Network account for the National Rep commission because they will deduct it before paying you. Because the network automatically takes this discount from the net invoiced amount, NL does not deduct the UnWired Network commission on the printed invoice, only as an internal credit on their account. On National Rep orders, NL assumes you are billing the buying agency directly, collecting the net amount and separately paying your National Rep his commission.

Variable Package Billing

You specify amount(s) to be billed on various dates. This amount will be billed on the first invoice generated on or after that date even if nothing ran. Exception: If order status is HOLD and nothing was logged, no amount will be billed. This would be useful to bill different package amounts in different months even if no broadcast items ran. Variable Package Billing is specified using **Billing Basis** on the Order entry screen.

Weekly Billing Cycle

This Billing Cycle tells NL to generate an invoice for this order based on the standard broadcast week of Monday through Sunday. After each Sunday's log has been charged, a weekly Billing Cycle order will generate an invoice.

Natural Log LITE Information

Thank you for selecting the Natural Log LITE traffic-Logging-billing system for radio broadcasters!

Before installing Natural Log LITE for Windows, please read the Software License Agreement. Installation and use of the Natural Log LITE constitutes your agreement to be bound by the terms of this software license.

See Getting Started for information about installing and using Natural Log.

Natural Log LITE System Description

Natural Log LITE is a system designed specifically to be a low cost alternative for users who do not need all the professional broadcast functionality available in Natural Log 9. This might include webcasters or LPFM community broadcasters with limited advertisers and small operations. **It is not designed for a full over-the-air broadcast station and therefore has some limited capabilities as described below.** BUT Natural Log LITE user interface and underlying database works the same as Natural Log 9 so NL LITE can grow as your business grows...it can be easily upgraded to the full Natural Log license at anytime with no need to transfer or modify any data.

Natural Log LITE functions exactly the same way as Natural Log 9 but with some limitations. Therefore all information in the Natural Log Manual and Natural Log Help file applies to Natural Log LITE. The following limitations apply to the Natural Log LITE System.

Natural Log LITE System Limitations

- Automation: Only **Simian™ LITE** & **StationPlaylist**™ supported
- Limited to 50 active customer
- Limited to 50 active orders
- Limited to 1 station log per day
- Limited to 5 account reps
- Limited to 5 Revenue Types
- Single computer [no multiple user access across Local Area Network]
- No access to Natural Log e-Order online order entry
- No e-Invoicing
- No Special Events Templates
- No Network Spot Scheduler

Note that we do not provide one-on-one support and training for Natural Log LITE. It is a bare-bones system and is priced for webcaster and small LPFM community broadcasters who are willing to assume the limitations and read the built-in user manual and help file for self-training. Users familiar with radio station advertising and scheduling operations should be able to learn and use NL LITE with the manual and help file.

Online live training classes are conducted monthly. Contact Natural Log support for pricing.

See Natural Log LITE Help.

Natural Log LITE Information

Getting Help

Note that we do not provide one-on-one support and training for Natural Log LITE. It is a bare-bones system and is priced for webcaster and small LPFM community broadcasters who are willing to assume the limitations and read the built-in user manual and help file for self-training. Users familiar with radio station advertising and scheduling operations should be able to learn and use NL LITE with the built-in user manual and help file available under the **[Help]** menu.

Built-In Help

Your source for help with Natural Log LITE is the built-in help file and the included user manual. This help file may be accessed from any screen in Natural Log by clicking **[Help][Natural Log Help]**. You may look up topics in the **[Contents]**, use the key-word **[Index]**, or use the **[Find]** function to search the entire help file for specific words.

Built-In User Manual

The Natural Log user manual can be accessed from the Natural Log main screen by clicking **[Help][Print User Manual].** You can search, view and print the user manual.

Natural Log 8 Website Support

Registered and licensed users should visit www.nat-soft.com/NLoften for a list of reported problems with Natural Log 8 and free download of any software patches to fix these problems.

Software Training

Personal startup training is not provided for Natural Log LITE. The software includes a printable user manual and extensive indexed help file.

Pre-recorded training class videos and demonstration videos are also available for self-guided instruction at the **TRAINING** link at www.nat-soft.com.

Natural Log End-User License Agreement

This license agreement is a legal agreement between you, the end user, and Natural Broadcast Systems, Inc. Carefully read this license agreement prior to use of the software product. Use of the software indicates your acceptance of the terms and conditions of this license agreement. If you do not agree to the terms and conditions of this license agreement, do not use the software and promptly return the complete product to the place you obtained it and the license price will be refunded.

> **By installing this Software, the End-User acknowledges that it has read this License, understands it, and agrees to be bound by its terms and conditions. Should you have any questions concerning this License, contact the Licensor at <u>www.nat-soft.com</u> prior to use.**

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OS2 or Apple. Any use with a non-Windows operating system, whether or not using a Windows emulator, voids any warranties, immediately terminates this license and no further technical support will be provided by Licensor. Further no warranty is offered that the software will be compatible with any future version of Windows operating system.

3. PROTECTION AND SECURITY. The End-User agrees to use its best efforts and to take all reasonable steps to safeguard the Software to ensure that no unauthorized person shall have access thereto and that no unauthorized copy, publication, disclosure or distribution in whole or in part, in any form, shall be made. The End-User acknowledges that the Software contains valuable confidential information and trade secrets and that unauthorized use and/or copying are harmful to Licensor. End-User agrees not to attempt to tamper with any software locking mechanism in order to make additional copies of the software.

4. TRIAL PERIOD. The software may be operated in evaluation mode for a period of 60 days without the end users paying any license fee. Therefore, once buyer has tried the software and decides to purchase a permanent software license NO REFUNDS WILL BE GIVEN

5. TERMINATION. This License is effective until terminated. This License will terminate immediately without notice from Licensor if the End User fails to comply with any of its provisions. Upon termination the End User must destroy the Software and all copies thereof, and the End-User may terminate this License at any time by doing so.

6. EXPORT LAW ASSURANCES. The End-User agrees that End-User will not transfer or export, directly or indirectly, the Software or any of its components outside the U.S. in violation of any U.S. law or regulation controlling such export.

7. SUPPORT AND TRAINING. Upon payment of the Software License price, Licensor will provide support and training as follows:

A. SOFTWARE SUPPORT: Support involves answering specific questions or problems involving the operation of the software. Support also includes free access to online pre-recorded training videos and demonstration videos for self-instruction. Additionally, the software includes a printable user manual and an indexed help file for self-assistance and training. For USA users needing live assistance with a software issue, 1 year of free live telephone support is included to answer specific questions about Natural Broadcast Systems products during business hours [8AM-5PM Central Time USA Mon-Fri]. This does not include live training sessions. [See next paragraph]. Following the 1-year free-support period, software support, if requested, will be provided only under an optional annual support subscription at the subscription pricing then in effect.

B. LIVE TRAINING CLASSES: In addition to the software support described above which includes access to prerecorded training videos and demo videos, purchasers may elect to pay for enrollment in an online training class at the prevailing tuition rate. Online training classes are conducted through a virtual classroom connection requiring a high-speed Internet connection. These training classes are scheduled as deemed appropriate.

C. Licensor does not provide a toll-free telephone number for support or training.

D. The end-user must provide their employee(s) a telephone that is usable from the location from which the program is being operated. No support will be provided in cases in which the end-user's telephone cannot be used by the end-user when sitting directly in front of the computer on which the program is installed.

E. International support is provided by e-mail at info@nat-soft.com or by your local Natural Broadcast Systems distributor.

F. Licensor does not provide support for any configuration, setup, screen-saver, or printing problems related to any operating system or other product not provided by Natural Broadcast Systems, Inc.

7. ENHANCEMENTS. From time to time Licensor may, in its sole discretion, advise the End-User of updates, upgrades, enhancements or improvements to the Software and/or new releases of the Software (collectively, "Enhancements"), and may license the End-User to use such Enhancements upon payment of prices as may be established by Licensor from time to time. All such Enhancements to the Software provided to the End-User shall also be governed by the terms of this License. In order for the End-User to be assured that it will be advised of and licensed to use any enhancements to the software, the End-User must complete, sign and return to licensor a copy of this license agreement.

8. DATA BACKUPS. Due to wide range of computer systems in use, the existence of malevolent computer viruses, and the fact that no computer hardware is completely fail-safe, the Licensor makes no warranty of any kind that End-User's data won't be corrupted or lost. The End-User agrees that End-Uer's sole protection against data loss is to perform regular daily data backups to multiple reliable media [not floppy discs] to be stored in multiple locations and End-User agrees to perform such data backups. End-User further agrees to hold Licensor harmless for any loss of End-User's data, regardless of the cause.

9. LIMITED WARRANTY. Licensor warrants that, for 1 year from the date of initial use by the original End User, the Software will operate substantially in accordance with the published functional specifications current at the time of shipment. If, during the warranty period, a defect appears, End User shall promptly notify Licensor and Licensor's only obligation shall be, at Licensor's election, to replace the defective Software or refund the purchase price. The End-User agrees that the foregoing constitutes the End-User's sole and exclusive remedy for breach by Licensor under any warranties made under this Agreement. This warranty does not cover any Software that has been altered or changed in any way by anyone other than Licensor. Licensor is not responsible for problems associated with or caused by incompatible operating systems or equipment, or for problems in the interaction of the Software with software not furnished by Licensor. No oral or written information or advice given by Licensor or its dealers, distributors, employees or agents shall in any way extend, modify or add to the foregoing warranty.

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